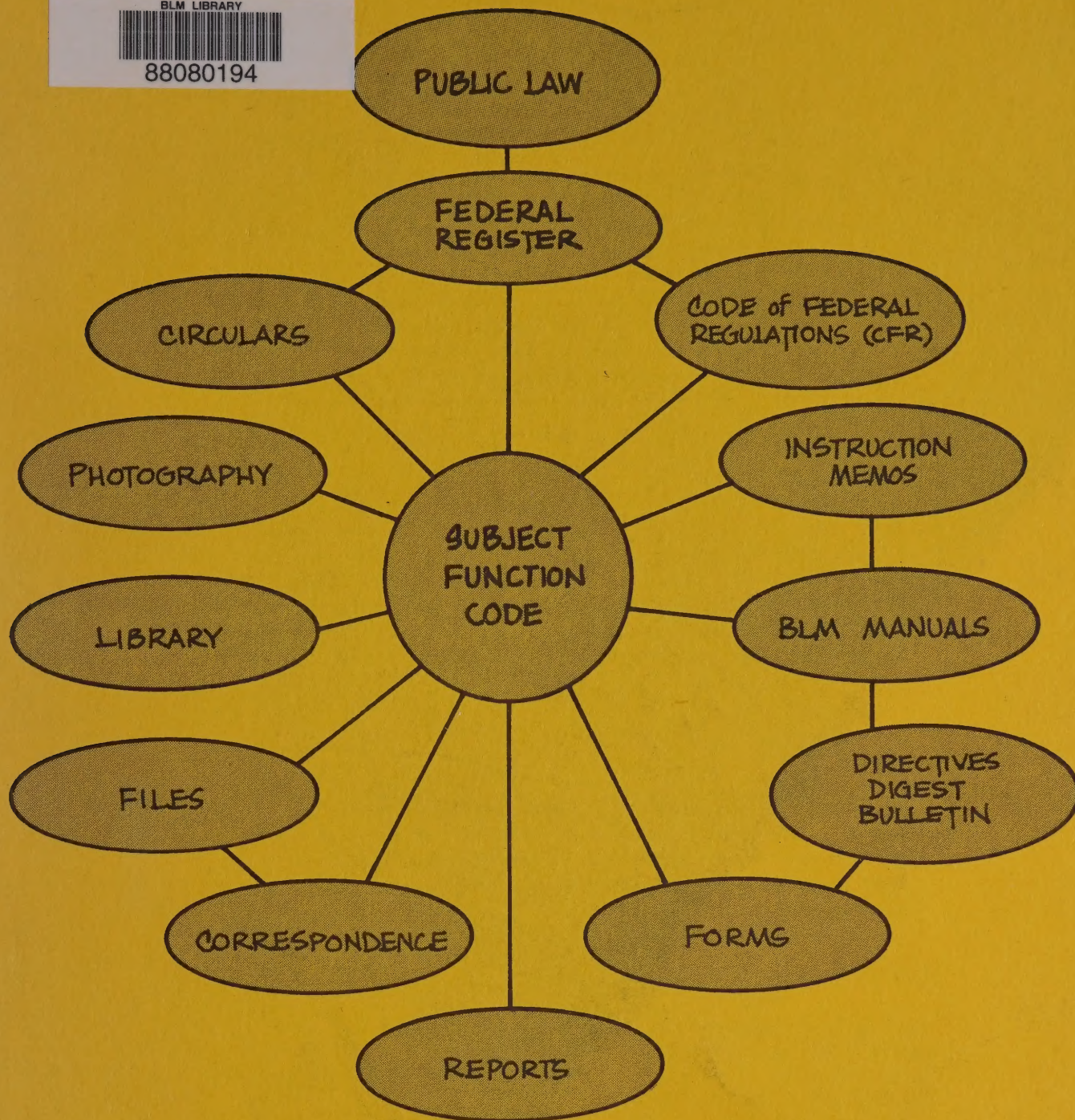




88080194



Integrated Paperwork Management

Bureau of Land Management
Training Examples

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Paperwork management in the Bureau of Land Management is an integrated system. It is, in fact, an integrated group of subsystems tied together by assigned subject function codes. This system is unique in Government and has frequently been cited as a model for other agencies to follow.

This book has been prepared to illustrate how the BLM Integrated Paperwork Management System works for the employee at all levels of the organization. This reference may be used in a classroom situation where the instructor may provide varying degrees of detail on any section as desired.

or

By using the accompanying pamphlet "Self Training Guide", the new or previously untrained employee may go through the examples in this book and gain sufficient knowledge of the system to become more effective on the job.

DIVISION OF RECORDS SYSTEMS
DENVER SERVICE CENTER
June 1975

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PUBLIC LANDS—WILD HORSES AND BURROS

For Legislative History of Act, see p. 2149

PUBLIC LAW 92-195; 85 STAT. 649

[S. 1116]

An Act to require the protection, management, and control of wild free-roaming horses and burros on public lands.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That:

Congress finds and declares that wild free-roaming horses and burros are living symbols of the historic and pioneer spirit of the West; that they contribute to the diversity of life forms within the Nation and enrich the lives of the American people; and that these horses and burros are fast disappearing from the American scene. It is the policy of Congress that wild free-roaming horses and burros shall be protected from capture, branding, harassment, or death; and to accomplish this they are to be considered in the area where presently found, as an integral part of the natural system of the public lands.

Sec. 2. As used in this Act—

(a) "Secretary" means the Secretary of the Interior when used in connection with public lands administered by him

24. 5 U.S.C.A. § 5542(a).

through the Bureau of Land Management and the Secretary of Agriculture in connection with public lands administered by him through the Forest Service;

(b) "wild free-roaming horses and burros" means all unbranded and unclaimed horses and burros on public lands of the United States;

(c) "range" means the amount of land necessary to sustain an existing herd or herds of wild free-roaming horses and burros, which does not exceed their known territorial limits, and which is devoted principally but not necessarily exclusively to their welfare in keeping with the multiple-use management concept for the public lands;

(d) "herd" means one or more stallions and his mares; and

(e) "public lands" means any lands administered by the Secretary of the Interior through the Bureau of Land Management or by the Secretary of Agriculture through the Forest Service.

Sec. 3. (a) All wild free-roaming horses and burros are hereby declared to be under the jurisdiction of the Secretary for the purpose of management and protection in accordance with the provisions of this Act. The Secretary is authorized and directed to protect and manage wild free-roaming horses and burros as components of the public lands, and he may designate and maintain specific ranges on public lands as sanctuaries for their protection and preservation, where the Secretary after consultation with the wildlife agency of the State wherein any such range is proposed and with the Advisory Board established in section 7 of this Act deems such action desirable. The Secretary shall manage wild free-roaming horses and burros in a manner that is designed to achieve and maintain a thriving natural ecological balance on the public lands. He shall consider the recommendations of qualified scientists in the field of biology and ecology, some of whom shall be independent of both Federal and State agencies and may include members of the Advisory Board established in section 7 of this Act. All management activities shall be at the minimal feasible level and shall be carried out in consultation with the wildlife agency of the State wherein such lands are located in order to protect the natural ecological balance of all wildlife species which inhabit such lands, particularly endangered wildlife species. Any adjustments in forage allocations on any such lands shall take into consideration the needs of other wildlife species which inhabit such lands.

(b) Where an area is found to be overpopulated, the Secretary, after consulting with the Advisory Board, may order old, sick, or lame animals to be destroyed in the most humane manner possible, and he may cause additional excess wild free-roaming horses and burros to be captured and removed for private maintenance under humane conditions and care.

(c) The Secretary may order wild free-roaming horses or burros to be destroyed in the most humane manner possible when he deems

such action to be an act of mercy or when in his judgment such action is necessary to preserve and maintain the habitat in a suitable condition for continued use. No wild free-roaming horse or burro shall be ordered to be destroyed because of overpopulation unless in the judgment of the Secretary such action is the only practical way to remove excess animals from the area.

(d) Nothing in this Act shall preclude the customary disposal of the remains of a deceased wild free-roaming horse or burro, including those in the authorized possession of private parties, but in no event shall such remains, or any part thereof, be sold for any consideration, directly or indirectly.

Sec. 4. If wild free-roaming horses or burros stray from public lands onto privately owned land, the owners of such land may inform the nearest Federal marshal or agent of the Secretary, who shall arrange to have the animals removed. In no event shall such wild free-roaming horses and burros be destroyed except by the agents of the Secretary. Nothing in this section shall be construed to prohibit a private landowner from maintaining wild free-roaming horses or burros on his private lands, or lands leased from the Government, if he does so in a manner that protects them from harassment, and if the animals were not willfully removed or enticed from the public lands. Any individuals who maintain such wild free-roaming horses or burros on their private lands or lands leased from the Government shall notify the appropriate agent of the Secretary and supply him with a reasonable approximation of the number of animals so maintained.

Sec. 5. A person claiming ownership of a horse or burro on the public lands shall be entitled to recover it only if recovery is permissible under the branding and estray laws of the State in which the animal is found.

Sec. 6. The Secretary is authorized to enter into cooperative agreements with other landowners and with the State and local governmental agencies and may issue such regulations as he deems necessary for the furtherance of the purposes of this Act.

Sec. 7. The Secretary of the Interior and the Secretary of Agriculture are authorized and directed to appoint a joint advisory board of not more than nine members to advise them on any matter relating to wild free-roaming horses and burros and their management and protection. They shall select as advisers persons who are not employees of the Federal or State Governments and whom they deem to have special knowledge about protection of horses and burros, management of wildlife, animal husbandry, or natural resources management. Members of the board shall not receive reimbursement except for travel and other expenditures necessary in connection with their services.

Sec. 8. Any person who—

(1) willfully removes or attempts to remove a wild free-roaming horse or burro from the public lands, without authority from the Secretary, or

(2) converts a wild free-roaming horse or burro to private use, without authority from the Secretary, or

(3) maliciously causes the death or harassment of any wild free-roaming horse or burro, or

(4) processes or permits to be processed into commercial products the remains of a wild free-roaming horse or burro, or

(5) sells, directly or indirectly, a wild free-roaming horse or burro maintained on private or leased land pursuant to section 4 of this Act, or the remains thereof, or

(6) willfully violates a regulation issued pursuant to this Act,

shall be subject to a fine of not more than \$2,000, or imprisonment for not more than one year, or both. Any person so charged with such violation by the Secretary may be tried and sentenced by any United States commissioner or magistrate designated for that purpose by the court by which he was appointed, in the same manner and subject to the same conditions as provided for in section 3401, title 18, United States Code.

(b) Any employee designated by the Secretary of the Interior or the Secretary of Agriculture shall have power, without warrant, to arrest any person committing in the presence of such employee a violation of this Act or any regulation made pursuant thereto, and to take such person immediately for examination or trial before an officer or court of competent jurisdiction, and shall have power to execute any warrant or other process issued by an officer or court of competent jurisdiction to enforce the provisions of this Act or regulations made pursuant thereto. Any judge of a court established under the laws of the United States, or any United States magistrate may, within his respective jurisdiction, upon proper oath or affirmation showing probable cause, issue warrants in all such cases.

Sec. 9. Nothing in this Act shall be construed to authorize the Secretary to relocate wild free-roaming horses or burros to areas of the public lands where they do not presently exist.

Sec. 10. After the expiration of thirty calendar months following the date of enactment of this Act, and every twenty-four calendar months thereafter, the Secretaries of the Interior and Agriculture will submit to Congress a joint report on the administration of this Act, including a summary of enforcement and/or other actions taken thereunder, costs, and such recommendations for legislative or other actions as he might deem appropriate.

The Secretary of the Interior and the Secretary of Agriculture shall consult with respect to the implementation and enforcement of this Act and to the maximum feasible extent coordinate the activities of their respective departments and in the implementation and enforcement of this Act. The Secretaries are authorized and directed to undertake those studies of the habits of wild free-roaming horses and burros that they may deem necessary in order to carry out the provisions of this Act.

Approved December 15, 1971.

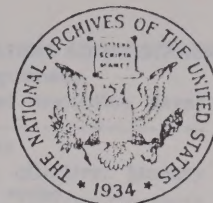


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WASHINGTON, D.C.

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Title 43—Public Lands: Interior
CHAPTER II—BUREAU OF LAND MANAGE-
MENT, DEPARTMENT OF THE INTERIOR
SUBCHAPTER D—RANGE MANAGEMENT (4000)
[Circular No. 2347]

**WILD FREE-ROAMING HORSE AND
BURRO MANAGEMENT**

**Protection, Management, Control and
Reservation of Forage**

Subchapter D, Chapter II, of Title 43 of the Code of Federal Regulations is amended as follows:

**PART 4110—GRAZING ADMINISTRATION
(INSIDE GRAZING DISTRICTS) (THE
FEDERAL RANGE CODE FOR GRAZING
DISTRICTS)**

1. The first sentence of paragraph (d) of § 4115.2-1 of Subpart 4115 is revised to read as follows:

§ 4115.2-1 License and permit procedures; requirements and conditions.

* * * * *

(d) *Cancellation or reduction of licenses or permits; show cause; appeal to examiner.* Licenses or permits are subject to cancellation or reduction to the extent that they have been improperly issued, or to the extent that their continued effectiveness is adversely affected pursuant to any of the provisions of §§ 4111.1, 4115.2-1(e), 4115.1-1(k)(4), 4114.4-4, 4115.2-5(a)(6), 4712.1-3, or 4712.1-4 of this chapter.

* * * * *

**PART 4120—GRAZING ADMINISTRATION
(OUTSIDE GRAZING DISTRICTS AND
EXCLUSIVE OF ALASKA); GENERAL**

2. Paragraph (a) of § 4121.2-1 of Subpart 4121 is revised to read as follows:

§ 4121.2-1 Minimum requirements, rating and classification of lease land.

(a) *Land Resource Consideration.* The authorized officer will determine the availability of public land for grazing leases and the amount of forage available for use by livestock in conjunction with considerations of forage reservations for watershed protection, wildlife, wild free-roaming horses and burros, and other multiple uses.

* * * * *

3. A new Group 4700 is added to Subchapter D to read as follows:

**Group 4700—Wild Free-Roaming Horse
and Burro Management**

**PART 4710—WILD FREE-ROAMING
HORSE AND BURRO MANAGEMENT;
GENERAL**

**Subpart 4710—Purpose; Objectives; Authority;
Definitions; Policy**

Sec.

- 4710.0-1 Purpose.
- 4710.0-2 Objectives.
- 4710.0-3 Authority.
- 4710.0-5 Definitions.
- 4710.0-6 Policy.

Subpart 4711—Management Coordination

- 4711.1 Recommendations from the joint national advisory board on wild free-roaming horses and burros.
- 4711.2 State agencies.
- 4711.3 Cooperative agreements.

Subpart 4712—Management Considerations

- 4712.1 Management; General.
 - 4712.1-1 Planning.
 - 4712.1-2 Intensity of management.
 - 4712.1-3 Habitat reservation and allocation.
 - 4712.1-4 Closures to livestock grazing.
- 4712.2 Establishment of specifically designated ranges or herd management areas.
 - 4712.2-1 Designation.
 - 4712.2-2 Criteria for designation.
 - 4712.2-3 Management plan.
- 4712.3 Removal and relocation or disposal of excess animals.
 - 4712.3-1 Method of capture.
 - 4712.3-2 Relocation of animals.
 - 4712.3-3 Disposal.
 - 4712.3-4 Acts of mercy.
 - 4712.3-5 Disposal of carcasses.
- 4712.4 Animals on private lands.
 - 4712.4-1 Allowing animals on private lands.
 - 4712.4-2 Active maintenance of animals on private lands.
 - 4712.4-3 Removal of animals from private lands.

Subpart 4713—Protection of Wild Free-Roaming Horses and Burros in the Identification and Removal of Claimed and Trespass Horses and Burros

- 4713.1 General.
- 4713.2 Action on claims.

Subpart 4714—Enforcement Provisions

- 4714.1 Arrest.
- 4714.2 Penalties.

**Subpart 4710—Purpose; Objectives;
Authority; Definitions; Policy**

§ 4710.0-1 Purpose.

To implement the laws relating to wild free-roaming horses and burros on public lands.

§ 4710.0-2 Objectives.

The objective of these regulations is to provide criteria and procedures for protecting, managing, and controlling wild free-roaming horses and burros as a recognized component of the public land environment.

§ 4710.0-3 Authority.

The Act of December 15, 1971 (16 U.S.C. 1331-1340), and the Act of June 28, 1934 (43 U.S.C. 315-315r).

§ 4710.0-5 Definitions.

(a) "Authorized Officer" means any employee of the Bureau of Land Management to whom has been delegated the authority to perform the duties described herein.

(b) "Wild free-roaming horses and burros" means all unbranded and unclaimed horses and burros and their progeny that have used public lands on or after December 15, 1971, or that do use these lands as all or part of their habitat, including those animals given an identifying mark upon capture for live disposal by the authorized officer. Unbranded, claimed horses and burros where the claim is found to be erroneous are also considered as wild and free-roaming if they meet the criteria above. However, this definition shall not include any horse or burro which entered or was introduced onto public lands after December 15, 1971, by accident, negligence, or willful disregard of ownership.

(c) "Herd" means one or more stallions and their mares or jacks and their jennies.

(d) "Excess animals" means wild free-roaming horses or burros determined to be in excess of populations proper to maintain a thriving natural ecological balance and harmonious multiple-use relationship in an area of the public lands.

(e) "Problem animal" means a wild free-roaming horse or burro whose demonstrated individual habits or traits pose an undue threat to the safety or welfare of persons, wildlife, livestock, or property; or a wild free-roaming horse or burro infected by a contagious disease or suspected of being diseased or seriously ill.

(f) "Public lands" means any lands administered by the Secretary of the Interior through the Bureau of Land Management.

(g) "Wild horse or burro range" means a specifically designated area of land needed to sustain a herd or herds of wild free-roaming horses or burros, and which is devoted principally but not necessarily exclusively to their welfare in keeping with the multiple use management of the public lands.

(h) "Management plan" means a written program of action designed to protect, manage, and control wild free-roaming horses and burros and maintain a natural ecological balance on the public lands.

(i) "Act" means the Act of December 15, 1971 (16 U.S.C. 1331-1340).

(j) "Advisory Board" means the joint advisory board established by the Secretary of the Interior and the Secretary of Agriculture pursuant to section 7 of the Act.

§ 4710.0-6 Policy.

(a) Wild free-roaming horses and burros are under the jurisdiction of the Secretary of the Interior and will be managed as an integral part of the natural systems of the public lands. They will be protected from unauthorized capture, branding, undue disturbance, and destruction. They and their habitat will be managed and controlled in a manner designed to achieve and maintain a thriving ecological balance on the public lands and a thriving population of sound, healthy individuals, all in accordance with the basic program policies for public land management set forth in Subpart 1725 of this chapter.

(b) Wild free-roaming horses and burros on the public lands will be managed by the authorized officer, with full public participation and such cooperative arrangements as he may find helpful. Management on public lands will not be assigned to any private individual or association through a grazing license, lease, or permit.

Subpart 4711—Management Coordination

§ 4711.1 Recommendations from the joint national advisory board on wild free-roaming horses and burros.

Policies and guidelines relative to proposals for establishment of ranges, proposed management plans, adjustments in number, relocation and disposal of animals, and other matters relating generally to the protection, management, and control of wild free-roaming horses and burros shall be presented to the Advisory Board for recommendations.

§ 4711.2 State agencies.

(a) All management activities including, but not limited to, establishment of ranges and adjustments in forage allocation shall be planned and executed in consultation with the appropriate State agency to further consider the needs of all wildlife, particularly endangered species.

(b) All actions taken in connection with private ownership claims to unbranded horses and burros shall be coordinated to the fullest extent possible with the appropriate State agency.

§ 4711.3 Cooperative agreements.

The authorized officer may enter into cooperative agreements with other landowners, private citizens, nonprofit organizations, and with Federal, State, and local governmental agencies as he deems necessary for purposes of protecting, managing and controlling wild free-roaming horses and burros. Where the grazing patterns of the animals require utilization of lands in other ownerships or administration, the authorized officer shall seek cooperative agreements to insure continuance of such use.

**Subpart 4712—Management
Considerations**

§ 4712.1 Management; general.

§ 4712.1-1 Planning.

In planning for management, protection, and control of wild free-roaming horses and burros, including the establishment of specifically designated ranges, determination of desirable numbers and other management provisions of these regulations, the authorized officer will utilize the Bureau's multiple-use planning system with its requirements for public participation by and coordination with others.

§ 4712.1-2 Intensity of management.

Wild free-roaming horse or burro herds may be managed either as one of the components of public land use or on a specifically designated wild horse or burro range. Management practices shall be at the minimal feasible level and shall be consistent to the extent possible and practical with the maintenance of their free-roaming behavior. Management facilities should be designed and constructed to the extent possible to maintain the free-roaming behavior of the herds.

§ 4712.1-3 Habitat reservation and allocation.

The biological requirements of wild free-roaming horses and burros will be determined based upon appropriate studies or other available information. The needs for soil and watershed protection, domestic livestock, maintenance of environmental quality, wildlife, and other factors will be considered along with wild free-roaming horse and burro requirements. After determining the optimum number of such horses and burros to be maintained on an area, the authorized officer shall reserve adequate forage and satisfy other biological requirements of such horses and burros and, when necessary, adjust or exclude domestic livestock use accordingly. See §§ 4115.2-1(d) and 4121.2-1(a) of this chapter.

§ 4712.1-4 Closures to livestock grazing.

The authorized officer may close public lands to use by all or a particular class of domestic livestock where he finds it necessary to allocate all available forage to, or to satisfy other biological requirements of, wild free-roaming horses or burros. Such closures may be made only after appropriate public notice and in accordance with the procedures for reduction or cancellation of grazing privileges provided for under the provisions of this subchapter. See §§ 4115.2-1(d) and 4121.2-1(a) of this chapter.

§ 4712.2 Establishment of specifically designated ranges or herd management areas.

§ 4712.2-1 Designation.

The authorized officer may designate and maintain specifically designated ranges principally for the protection and preservation of wild free-roaming horses and burros.

§ 4712.2-2 Criteria for designation.

In designating specific ranges and herd management areas, the authorized officer, in addition to any other provisions of these regulations, shall:

(a) Consider only those areas utilized by wild free-roaming horses or burros as all or part of their habitat on December 15, 1971.

(b) Consider only those areas where self-sustaining herds can maintain themselves within their established utilization and migratory patterns.

(c) Consider only those areas which are capable of being managed as a unit to ensure a sustained yield of forage without jeopardy to the resources.

(d) Develop a wild free-roaming horse or burro management plan in accordance with § 4712.2-3.

§ 4712.2-3 Management plan.

The authorized officer shall, in connection with the designation of a specific range, develop a proposed wild free-roaming horse or burro management plan designed to protect, manage, and control wild free-roaming horses and burros on the area on a continuing basis. The authorized officer may also develop herd management plans as part of the multiple use management on areas outside of specifically designated wild horse or burro ranges. All management plans shall be developed in accordance with the Bureau's planning system and shall govern management of the area.

§ 4712.3 Removal and relocation or disposal of excess or problem animals.

§ 4712.3-1 Method of capture.

Under the supervision of the authorized officer, wild free-roaming horses and burros may be captured, corralled and held under humane conditions pending disposal of excess or problem animals under the provisions of this Subpart.

§ 4712.3-2 Relocation of animals.

(a) The authorized officer may relocate wild free-roaming horses and burros on public lands when he determines such action is necessary to: (1) Relieve overgrazed areas, (2) locate animals removed from private lands in accordance with § 4712.4-3, (3) remove problem animals, or (4) achieve other purposes deemed to be in the interest of proper resource and herd management. Such animals relocated on public lands shall not be introduced onto areas of the public lands which were not used by wild free-roaming horses or burros as all or part of their habitat on December 15, 1971.

(b) The authorized officer may also place animals in the custody of private persons, organizations or other governmental agencies. Custodial arrangements shall be made through cooperative agreement which shall include provisions to maintain and protect the animals and ensure that the animals will not be used for commercial exploitation. The authorized officer may, in his discretion, mark animals placed in private custody for identification purpose.

§ 4712.3-3 Disposal.

Where the authorized officer finds it necessary to remove excess animals from areas of the public lands, and he determines that it is not practical to relocate them on public lands or capture and remove them for private maintenance under § 4712.3-2, he may destroy such animals in the most humane manner possible. No person, except the authorized officer or his authorized representative, shall destroy wild free-roaming horses and burros.

§ 4712.3-4 Acts of mercy.

Any severely injured or seriously sick animals will be destroyed in the most humane manner possible as an act of mercy.

§ 4712.3-5 Disposal of carcasses.

Carcasses shall be disposed of in any customary manner under State sanitary statutes. In no event shall carcasses, or any part thereof, including those in the authorized possession of private parties, be sold or processed into a commercial product.

§ 4712.4 Animals on private lands.

§ 4712.4-1 Allowing animals on private lands.

Nothing in these regulations shall preclude a private landowner from allowing wild free-roaming horses and burros to remain on his private lands so long as the animals were not willfully removed, enticed, or retained by him or his agent from the public lands.

§ 4712.4-2 Active maintenance of animals on private lands.

Any individual who actively maintains wild free-roaming horses and burros on his private lands shall notify the authorized officer and supply him with a reasonable approximation of their number and location and, when required by the authorized officer, a description of the animals. Thereafter, he shall furnish an annual report updating the information during the month of January. An individual will be considered to be actively maintaining wild free-roaming horses or burros if he takes measures of any kind designed to protect or enhance the welfare of the animals. No person shall maintain such animals except under cooperative agreement between the private landowner and the authorized officer setting forth the management and maintenance requirements including provisions for regulating disposal of excess animals.

§ 4712.4-3 Removal of animals from private lands.

The authorized officer shall remove, as soon as he can make the necessary arrangements, wild free-roaming horses and burros, from private land at the request of the landowner where the private land is enclosed in a "legal fence." A "legal fence" for this purpose is one which complies with State standards and specifications. In "no fence districts" or other areas where the private landowner is not required by State statute to fence the private land to protect it from trespass by domestic livestock, the authorized officer shall, as soon as he can make the necessary arrangements, remove wild free-roaming horses or burros from such private land at the request of the landowner.

Subpart 4713 is revised. The full text of revised subpart 4713 follows:

Subpart 4713—Protection of Wild Free-Roaming Horses and Burros in the Identification and Removal of Claimed and Trespass Horses and Burros

§ 4713.1 General.

(a) All unauthorized and unbranded horses and burros on the public lands, except those which entered or were introduced onto the public lands after December 15, 1971, by accident, negligence, or willful disregard of ownership are presumed for the purpose of management to be wild free-roaming horses or burros.

(b) The gathering or rounding up of unbranded horses or burros on the public lands where any of such animals are not in fact authorized to be on the public lands pursuant to a grazing license, permit, lease, or other authorization, is prohibited without written authorization from the authorized officer. Also prohibited without written authorization from the authorized officer is the gathering or rounding up of unauthorized branded horses or burros where the branded animals are, or may become, intermingled with wild free-roaming horses or burros, or where the gathering or round up is likely to involve or affect wild free-roaming horses or burros.

§ 4713.2 Action on claims.

(a) Any person claiming ownership under state branding and estray laws of unbranded or branded horses or burros on public land where such animals are not authorized must present evidence of ownership to justify a roundup before permission will be granted to gather such animals. Claims of ownership, with supporting evidence, shall be submitted within 90 days of the effective date of these regulations. All written authorizations to gather claimed animals shall be on a form approved by the Director. After such public notice as the authorized officer deems appropriate to inform interested parties, he may authorize the gathering or roundup. The authorized officer shall provide in the authorization that the gathering or roundup shall be consistent with the legislation which prohibits the use of aircraft or motor vehicles to capture unbranded horses or burros; shall establish in the authorization a reasonable period of time to allow the gathering of the claimed animals; and shall provide such other conditions in the authorization which he deems necessary to minimize stress on any associated wild free-roaming horses or burros and to protect other resources.

(b) After the animals have been gathered the authorized officer and the appropriate state or local official shall inspect each claimed animal in relation to the evidence of ownership previously presented by the claimant. The state or local official shall then make a written determination of ownership concerning each claimed animal pursuant to the state branding and estray laws and any agreement between the Bureau and the appropriate state or local authority. A copy of the written determination shall be provided to the authorized officer. No animal may be removed from the gathering place until the claim of ownership has been proven to the satisfaction of the authorized officer.

(c) Unauthorized horses or burros which have been claimed and have been determined to be privately owned in accordance with the provisions of this Section will be considered to have been in trespass and may not be released until a proper trespass charge has been determined by the authorized officer in accordance with the provisions of 43 CFR 9239.3.

Subpart 4714—Enforcement Provisions

§ 4714.1 Arrest.

The Director of the Bureau of Land Management may authorize such employees as he deems necessary to arrest without warrant, any person committing in the presence of the employee a violation of the Act or of these regulations and to take such person immediately for examination or trial before an officer or court of competent jurisdiction. Any employee so designated shall have power to execute any warrant or other process issued by an officer or court of competent jurisdiction to enforce the provisions of the Act or these regulations.

§ 4714.2 Penalties.

In accordance with section 8 of the Act (16 U.S.C. 1338), any person who:

- (a) Willfully removes or attempts to remove a wild free-roaming horse or burro from the public lands, without authority from the authorized officer, or
- (b) Converts a wild free-roaming horse or burro to private use, without authority from the authorized officer, or
- (c) Maliciously causes the death or harassment of any wild free-roaming horse or burro, or
- (d) Processes or permits to be processed into commercial products the remains of a wild free-roaming horse or burro, or
- (e) Sells, directly or indirectly, a wild free-roaming horse or burro maintained on private or leased land pursuant to section 4 of the Act, or the remains thereof, or
- (f) Willfully violates any provisions of the regulations under Group 4700, shall be subject to a fine of not more than \$2,000 or imprisonment for not more than 1 year, or both. Any person so charged with such violation by the authorized officer may be tried and sentenced by a U.S. commissioner or magistrate, designated for that purpose by the court by which he was appointed, in the same manner and subject to the same conditions as provided in section 3401, Title 18, U.S.C.

W. R. WILSON,
*Acting Deputy Assistant
Secretary of the Interior.*

AUGUST 13, 1973.

[FR Doc.73-17067 Filed 8-14-73; 8:45 am]

CODE OF FEDERAL
REGULATIONS



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tees shall make such disposition of brush, tops, lops, slashings, and other forest debris resulting from timber operations as such officer may prescribe.

§ 4251.8 Fishing.

Any person may enter upon any range, or refuge, for the purpose of fishing in accordance with the laws of the State in which such range, or refuge, is located, but must comply with the provisions of this part for the protection of wildlife, and the rules in this chapter for the administration of grazing districts.

§ 4251.9 Exhibition and revocation of permits.

Permits shall be exhibited for inspection at any reasonable time upon request of any officer or employee of the Department of the Interior engaged in the administration of such ranges, or refuges, or in the enforcement of laws and regulations applicable to wildlife. Any permit may be terminated at any time by agreement between the issuing officer and the permittee; it may be revoked by the Director, Bureau of Land Management, Department of the Interior, or his designated representative, if issued by or under his authority, or by the Director, Fish and Wildlife Service, or his designated representative, if issued by or under his authority, for non-compliance with the terms thereof or of the regulations in this chapter, for nonuse, or for violation of any law or regulation applicable to the game range, or wildlife refuge, or of any State or Federal law protecting wildlife or the nests or eggs of birds; and it is subject at all times to discretionary revocation by the Secretary under whose authority it was issued.

Group 4700—Wild Free-Roaming Horse and Burro Management

PART 4710—WILD FREE-ROAMING HORSE AND BURRO MANAGEMENT; GENERAL

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SOURCE: 38 FR 22003, Aug. 15, 1973, unless otherwise noted.

Subpart 4710—Purpose; Objectives; Authority; Definitions; Policy

§ 4710.0-1 Purpose.

To implement the laws relating to wild free-roaming horses and burros on public lands.

§ 4710.0-2 Objectives.

The objective of these regulations is to provide criteria and procedures for protecting, managing, and controlling wild free-roaming horses and burros as a recognized component of the public land environment.

§ 4710.0-3 Authority.

The Act of December 15, 1971 (16 U.S.C. 1331-1340), and the Act of June 28, 1934 (43 U.S.C. 315-315r).

§ 4710.0-5 Definitions.

(a) "Authorized Officer" means any employee of the Bureau of Land Management to whom has been delegated the

authority to perform the duties described herein.

(b) "Wild free-roaming horses and burros" means all unbranded and unclaimed horses and burros and their progeny that have used public lands on or after December 15, 1971, or that do use these lands as all or part of their habitat, including those animals given an identifying mark upon capture for live disposal by the authorized officer. Unbranded, claimed horses and burros where the claim is found to be erroneous are also considered as wild and free-roaming if they meet the criteria above. However, this definition shall not include any horse or burro which entered or was introduced onto public lands after December 15, 1971, by accident, negligence, or willful disregard of ownership.

(c) "Herd" means one or more stallions and their mares or jacks and their jennies.

(d) "Excess animals" means wild free-roaming horses or burros determined to be in excess of populations proper to maintain a thriving natural ecological balance and harmonious multiple-use relationship in an area of the public lands.

(e) "Problem animal" means a wild free-roaming horse or burro whose demonstrated individual habits or traits pose an undue threat to the safety or welfare of persons, wildlife, livestock, or property; or a wild free-roaming horse or burro infected by a contagious disease or suspected of being diseased or seriously ill.

(f) "Public lands" means any lands administered by the Secretary of the Interior through the Bureau of Land Management.

(g) "Wild horse or burro range" means a specifically designated area of land needed to sustain a herd or herds of wild free-roaming horses or burros, and which is devoted principally but not necessarily exclusively to their welfare in keeping with the multiple use management of the public lands.

(h) "Management plan" means a written program of action designed to protect, manage, and control wild free-roaming horses and burros and maintain a natural ecological balance on the public lands.

(i) "Act" means the Act of December 15, 1971 (16 U.S.C. 1331-1340).

(j) "Advisory Board" means the joint advisory board established by the Secretary of the Interior and the Secretary of Agriculture pursuant to section 7 of the Act.

(b) Consider only those areas where self-sustaining herds can maintain themselves within their established utilization and migratory patterns.

(c) Consider only those areas which are capable of being managed as a unit to ensure a sustained yield of forage without jeopardy to the resources.

(d) Develop a wild free-roaming horse or burro management plan in accordance with § 4712.2-3.

§ 4712.2-3 Management plan.

The authorized officer shall, in connection with the designation of a specific range, develop a proposed wild free-roaming horse or burro management plan designed to protect, manage, and control wild free-roaming horses and burros on the area on a continuing basis. The authorized officer may also develop herd management plans as part of the multiple use management on areas outside of specifically designated wild horse or burro ranges. All management plans shall be developed in accordance with the Bureau's planning system and shall govern management of the area.

§ 4712.3 Removal and relocation or disposal of excess or problem animals.

§ 4712.3-1 Method of capture.

Under the supervision of the authorized officer, wild free-roaming horses and burros may be captured, corralled and held under humane conditions pending disposal of excess or problem animals under the provisions of this Subpart.

§ 4712.3-2 Relocation of animals.

(a) The authorized officer may relocate wild free-roaming horses and burros on public lands when he determines such action is necessary to: (1) Relieve overgrazed areas, (2) locate animals removed from private lands in accordance with § 4712.4-3, (3) remove problem animals, or (4) achieve other purposes deemed to be in the interest of proper resource and herd management. Such animals relocated on public lands shall not be introduced onto areas of the public lands which were not used by wild free-roaming horses or burros as all or part of their habitat on December 15, 1971.

(b) The authorized officer may also place animals in the custody of private persons, organizations or other governmental agencies. Custodial arrangements shall be made through cooperative agreement which shall include provisions to maintain and protect the animals and ensure that the animals will not be used





UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release

1-917

Date

6/20/74

Subject

1220 - PAPERWORK MANAGEMENT

1. Explanation of Material Transmitted: This release revises the "0" series; Appendix 1, Subject-Function Classification Chart; and Appendix 2, Alphabetical Index to Subject-Function Classification Chart.

Note: Assigning Codes in addition to those listed in Appendix 1, or to those in the Table of Contents of each Manual Section requires prior approval of the Director (412).

2. Reports Required: None.
3. Material Superseded: Manual pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.
4. Filing Instructions: After the attached sheets have been filed as directed, this transmittal sheet may be discarded.

REMOVE

All 1220 (Rels. 1-64, 1-870)

(Total: 32 sheets)

INSERT

1220

(Total: 37 sheets)

George L. Funeart
Associate Director

1220 - PAPERWORK MANAGEMENT

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1220 - PAPERWORK MANAGEMENT

.01 Purpose. This Manual section states the objective and assigns responsibility for the Bureau's integrated Paperwork Management Program.

.02 Objective. The objective is to provide for uniform control in the creation, preservation, and disposal of Bureau records through the various components of the Paperwork Management Program.

.03 Authority. Sources:

- A. Federal Records Act of 1950 (44 U.S.C. Chapters 31 and 33)
- B. Federal Property Management Regulations, 41 CFR 101-11.
- C. Delegations of authority to the Director from the Secretary, covered in Parts 235 and 430 of the Departmental Manual.

.04 Responsibility.

A. The Director and Associate Director are responsible for the overall BLM Paperwork Management Program. This responsibility is exercised through the Assistant Director, Technical Services.

B. The Chief, Division of Records Systems, under the general guidance of the Assistant Director, Technical Services, is responsible for establishing, conducting, and maintaining the Bureauwide Paperwork Management Program.

C. All Bureau Officials are responsible for:

- 1. Complying with the provisions of Manual sections governing all aspects of the Paperwork Management Program. (See 1221, 1222, 1223, 1270 series, 1160 series, and 1813.)
- 2. Assuring that employees under their direction are knowledgeable about and adhere to all Paperwork Management requirements.

.05 Definitions.

A. Paperwork: all records or documents, regardless of physical form or characteristics, that are created or received by the Bureau and have historical value as evidence of organization, functions, policies, decisions, procedures, operations, or other activities.

B. Subject-Function Classification Chart: the controlling document for the Paperwork Management Program, consisting of a logical arrangement, in numerical order, of headings based upon subject matter descriptive of Bureau functions. (See Appendix 1.)

1220 - PAPERWORK MANAGEMENT

C. Alphabetical Index: an index in alphabetical order of subject matter contained in the Subject-Function Classification Chart and referring to the appropriate numerical codes (see Appendix 2).

Subject-Function Classification Chart

1000 - GENERAL MANAGEMENT	1123 - Management Support
1003 - Acting Officials	.1 Audio-Visual Support
.1 Washington Office	.2 Program and Project Support
.2 Field	.3 Technical Publications
1100 - GENERAL ADMINISTRATION	1124 - Johnny Horizon Program
1101 - Visits to Washington Office	1125 - Interpretive Services
→ .1 Notification, Coordination, and Followup ←	1126 - Environmental Education
1102 - Passes and Employee Identification Cards	1127 - Public Participation
.1 Passes	→ .1 Public Participation Plans
.2 Department of the Interior Identification Cards	.11 Types and Uses
.3 U.S. Government Identification Cards, Optional Form 55	.12 Review
1110 - Cross-Functional Activities Management	.2 Developing a Plan
1111 - Fire Business Management	.21 Timing
.1 Fire Organization and Recruitment	.22 Detail
.2 Cooperative Agreements	.23 Flexibility
.3 Timekeeping and Pay	.24 Planning
.4 Work Injury Compensation Benefits	.3 Obtaining Public Participation
.5 Commissary Operations	.31 Extent of Participation
.6 Assistant Disbursing Officer Operations	.4 Scheduling Public Participation
.7 Procurement	.41 Schedules
.8 Property Management	.42 Timing
→ 1112 - Safety ←	.5 Followthrough
.1 Accident Prevention	.51 Evaluating Public Response
.2 Safety Management Information System	.52 Explaining Decisions
.3 Planning for Safety	.53 Continuing Public Contact ←
.4 Safety Stipulations in Contracting	1130 - (Unassigned)
.5 Safety Awards	1140 - Compliance
→ 1113 - Official Use of Horses ←	1141 - (Unassigned)
.1 Sources of Obtaining Horses	1142 - (Unassigned)
.2 Loss, Damage, or Injury	1143 - Equal Opportunity in Federal Employment
.3 Transporting Horses	1144 - Investigations
1120 - Public Affairs	1145 - Program Sales and Surplus Personal Property Sales
.1 Planning	.1 Bids and Proposals
.2 Official, Non-Official, and Technical Expression	.2 Reporting Identical Bids
1121 - Internal Information	.3 Reporting Suspected Antitrust Violations
→ .1 Departmental Requirements ←	1150 - (Unassigned)
.11 Secretarial Information System	1160 - Statistics
A. Operational Planning System (OPS)	1161 - Compilation
B. Action Forcing Events	1162 - Analyses and Evaluation
.2 Bureau Requirements	1163 - Coordination
.21 Weekly Highlights	1164 - Publication
.22 BLM Newsletter	1165 - Public Land Statistics
.23 Concern Alerts	1170 - Emergency Preparedness
1122 - External Information	1200 - MANAGEMENT ANALYSIS
.1 Mandatory Requirements	1206 - Management Information
.11 Regulatory Press Releases	
.2 Discretionary Activities	
.21 Personnel, Program, and Other BLM Activity Press Releases	
.3 General Publication Program	
.31 Fact Sheets	
.32 Informational Brochures	
.33 Recreation Maps	

Subject-Function Classification Chart

→ 1210 - Organization Management ←	1223 - Forms Management
→ 1211 - Organization Principles, Standards, and Policy ←	.1 Proposing Forms
1212 - Organizational Control	.2 Forms Analysis and Design
.1 Organization Change Evaluation Criteria	.3 Reproduction and Distribution
.2 Changing Office Locations	.4 Forms Control
.3 Administrative Boundary Location Changes ←	.5 Stocking
1213 - Organization Structure and Functions ←	.6 New, Revised, Superseded, or Obsolete Forms
.1 Overall Organization	1230 - Committee Management
.2 Headquarters Organization	.1 Creating and Changing of Committees
.3 Field Organization	.2 Committee Members
.4 Other Interior Bureaus and Agencies	.3 BLM Assistance to Departmental Representatives
.5 Other Government Agencies	.4 Advisory Committees
1214 - Delegations of Authority	→ .5 Withdrawal from or Abolishment of Committees ←
1220 - Paperwork Management	1240 - Evaluation Systems
1221 - Directives	1241 - General Management and Functional Evaluations
.1 Types and Uses	.1 Types of Evaluations
.2 Writing Standards	.11 General Management
.3 Review and Approval	A. Frequency
.4 Distribution	B. Scheduling
.5 Maintenance	C. Programming
1222 - Reports Management	D. Team Composition
.1 Functions of Reports Management	.12 Functional
.2 Managed Reports	A. Frequency
.3 Reports Management Symbols	B. Scheduling
.4 Reporting Directives	C. Programming
.5 Report Case Files	D. Team Composition
	.13 Special Evaluations
	.2 Conduct of Evaluation
	.21 Advance Preparation
	.22 Notification
	.23 Evaluation Outlines
	.24 Initial Conference
	.25 Evaluation Techniques
	.26 Closeout
	.3 Evaluation Reports
	.31 Content and Format
	A. Cover and Title Page
	B. Evaluation Reports, Summary
	C. Evaluation Work Sheet
	.4 Implementation and Followup

Subject-Function Classification Chart

- 1250 - Management Appraisal
 - 1251 - Programming
 - 1252 - Elements of the Management Appraisal Program
 - 1253 - Schedule and Coordination
 - 1254 - Procedures
 - 1255 - Reporting
 - .1 Staff Report
 - .2 Staff Study
 - 1256 - Followup
- 1260 - Management Improvements
 - 1262 - Cost Reduction
 - 1263 - Management Improvement Techniques
 - .1 Studies
 - .2 Work Simplification
 - .3 Work Measurement
 - .4 Other Techniques
 - 1264 - Manpower Utilization
 - .1 Bureau Program
 - .11 Position Management
 - .2 Reporting
 - 1265 - Automatic Data Processing
 - .1 Application Development
 - .2 Obtaining ADP Equipment and Services
 - .3 ADP Inventory
 - .4 Reports
 - .5 through .8 (Unassigned)
 - .9 Standard ADP Codes
- 1270 - Records Management
 - 1271 - Records Management System
 - .1 Records Retention Plan
 - .2 Filing Equipment and Supplies
 - .3 Files Maintenance and Reference
 - 1272 - Records Disposition
 - .1 Developing and Issuing Schedules
 - .2 Retirement to Federal Records Centers
 - .3 Records of Closed Offices
 - .4 Disposal
 - .5 Reports
 - .6 Space and Equipment Control
 - .7 Records Center Services for Film
 - .8 Inspection
- 1273 - Security
 - .1 Defense Information
 - .2 (Unassigned)
 - .3 (Unassigned)
 - .4 (Unassigned)
 - .5 Vital Records
- 1274 - State Office Serial Case File System
 - .1 Date-Time Receipting
 - .2 Serializing and Case Type Coding
 - .3 Serial Register
 - .4 Index Cards
 - .5 Serialized Cases
- 1275 - Land Status Records
 - .1 Description of Records
 - .2 State Office Records Section
 - .3 Installation of Records
 - .4 Posting of New Records
 - .5 Acquired Lands
 - .6 Status Reports
 - .7 Control Document Index
 - .8 Security of Land Status Records
 - .9 Retirement of Tract Books and Status Plats
- 1276 - Microfilm
 - .1 (Unassigned)
 - .2 Approved Microfilm Systems
- 1277 - Photo Indexing System
 - .1 Coding Photographs
 - .2 Preparing Official Record
 - .3 Filing
 - .4 Photograph Retrieval
 - .5 Photograph Retention and Disposal ←
- 1279 - Library Management
 - .1 Acquiring References
 - .2 Property Management of Reference Collections
 - .3 Library Operations
 - .4 Departmental Library Relationships
 - .5 Service Center Library Relationships
 - .6 Depositing Bureau Publications and Reports ←

Subject-Function Classification Chart

1300 - FISCAL ACCOUNTING

- 1301 - Accounting Principles and Standards
 - .1 Functions of the Bureau of Land Management
 - .2 Statutory Requirements
 - .3 System Design
 - .4 System Processing
 - .5 System Content
 - .6 System Application

1302 - (Unassigned)

1303 - (Unassigned)

1304 - (Unassigned)

- 1305 - Relationship to Other Agencies
 - .1 Federal Highway Administration
 - .2 Geological Survey
 - .3 Forest Service
 - .4 Small Business Administration
 - .5 Bureau of Outdoor Recreation

- 1306 - Audit Followup
 - .1 Exit Conference
 - .2 Reports
 - .3 Coordination

1310 - General and Allotment Ledger Accounting

- 1311 - General Ledger Accounting Control
 - .1 Chart of Accounts
 - .2 Description of General Ledger Accounts
 - .3 Pro-Forma Journal Entries
 - .4 General Ledger Treatment of General, Special, and Other Agency Funds; Reimbursements; Unfunded Contract Authorizations
 - .5 Accounting Procedures Relative to Transfers Between Agencies
 - .6 Relationship Between Proprietary and Budget Accounts
- 1312 - Appropriation and Allotment Accounting
 - .1 Appropriation and Fund Accounts
 - .2 Allotments
 - .3 Maintenance of Allotment Accounts
 - .4 Automated Program Financial Management Reports
 - .5 Summary Posting to General Ledger
 - .6 Stores
 - .7 Equipment Operation Account
 - .8 Reimbursements
 - .9 Trust Funds and Other Available Receipts

1313 - (Unassigned)

- 1314 - Document Processing and Control
 - .1 Original Documents
 - .2 Processing of Documents
 - .3 Document Control at Originating Office
 - .4 Document Control at Denver Service Center
 - .5 Coding and Submission of Documents
 - .6 Files
 - .7 Retention of Documents

1315 - Records Disposition

- .1 Payrolling and Pay Administration Records
- .2 Accountable Officers' Accounts
- .3 Expenditure Accounting Records
- .4 Stores and Cost Accounting Records
- .5 Travel and Transportation Records

1320 - Cost Accounting

- .1 Cost-Based Budget

1321 - Cost Procedures

- .1 Classification

1322 - Road Construction Costs

1330 - Financial Reporting

- 1331 - District, Land, and State Office Reports
 - .1 Schedule of Reports to the Denver Service Center

1332 - (Unassigned)

1333 - Service Center Financial Reports

- .1 Monthly
- .2 Quarterly
- .3 Semiannually
- .4 Annually
- .5 Schedule of Reports

1334 - Office of the Director Reports

- .1 Monthly - External
- .2 Monthly - Internal
- .3 Quarterly
- .4 Semiannual
- .5 Annual - External
- .6 Annual - Internal
- .7 Schedule of Reports

1340 - Payroll Procedures

1341 - Time, Attendance, and Leave Reporting

- .1 Time and Attendance Report
- .2 Coding
- .3 Deductions from Gross Pay
- .4 Pay Period Numbers
- .5 Final Salary Clearance

1342 - Severance Pay

- .1 Employees Eligible for Severance Pay
- .2 Lump Sum Payments
- .3 Severance Allowance Calculations
- .4 Financing of Severance Pay
- .5 General

1343 - Payroll Additions, Changes, and Deletions

1344 - Payroll Earnings

- .1 Regular Time
- .2 Overtime
- .3 Night Differential

Subject-Function Classification Chart

- 1345 - Payroll Deductions
 - .1 CSC Retirement
 - .2 FICA
 - .3 Federal Income Taxes
 - .4 State Income Taxes
 - .5 City Income Taxes
 - .6 Life Insurance
 - .7 Health Benefits
 - .8 Bond Deductions
 - .9 Other Deductions
- 1346 - Emergency Operations
 - .1 Processing of Form DI-530
- 1347 - Temporary Employees
 - .1 Standby Firefighters
- 1348 - Unemployment Compensation Procedures
 - .1 Unemployment Compensation
- 1350 - (Unassigned)
- 1360 - Service Center and Field Office Fiscal Procedures
- 1361 - Washington Office Fiscal Procedures
- 1362 - Service Center Fiscal Procedures
- 1363 - State Office Fiscal Procedures
- 1364 - (Unassigned)
- 1365 - District Office Fiscal Procedures
- 1366 - Other Field Offices Fiscal Procedures
 - .1 Youth Conservation Corps Camps
- 1367 - (Unassigned)
- 1368 - Concession Contract and Permit Procedures
 - .1 District Office Procedures
 - .2 Concessioners' Records
 - .3 Chart of Accounts
 - .4 Account Descriptions
- 1370 - Receipts and Disbursements Procedures
- 1371 - Billings
 - .1 Billing Principles
 - .2 Billing Control
 - .3 Billing Forms
 - .4 Automated Courtesy Notice Procedures
 - .5 Types of Billings
 - .6 Voided and Cancelled Billings
 - .7 Records and Reports
- 1372 - Collections
 - .1 Collection Officers
 - .2 Types of Collections
 - .3 Accounting Control
 - .4 Records
 - .5 Reports
 - .6 Receipting and Validating Machine Procedures
 - .7 Automated Collection Procedures
- 1373 - Distribution of Receipts
 - .1 Distributive Receipts
- 1374 - Refunds, Transfers, and Returns
 - .1 Refunds
 - .2 Transfers
 - .3 Returns
 - .4 Preparation of Collection Data Sheets or Document Face Sheets
- 1375 - Delinquent Accounts
 - .1 Collection Procedures
 - .2 Disposition of Uncollectible Debts
 - .3 Interest on Debt Claims
 - .4 Referral of Claims for Settlement
 - .5 Form and Content of Administrative Reports
 - .6 Disposition of Collections
 - .7 Claims Against Debtors Involved in Bankruptcy Proceedings
 - .8 Standards for Waiver of Claims for Overpayment of Pay
- 1376 - Disbursements
 - .1 Types of Disbursement Documents and Related Documents
 - .2 (Unassigned)
 - .3 Internal Controls
 - .4 Voucher Audit
 - .5 Adjustments to Correct Errors
 - .6 Stop Payment
 - .7 Long Distance Telephone Calls
 - .8 Reports
- 1377 - Sales
 - .1 Copies of Records
 - .2 Sale of Isolated Public Land Tracts
 - .3 Sale of Small Tracts
 - .4 Sale of Minerals and Materials
 - .5 Sale of Timber and Related Products
 - .6 Oil and Gas Competitive Lease Bidding
 - .7 Outer Continental Shelf Competitive Lease Bidding
- 1380 - Financial Operating Procedures

Subject-Function Classification Chart

- 1381 - (Unassigned)
- 1382 - Travel
 - .1 Authorizing Travel
 - .2 Mode of Travel and Allowable Expenses
 - .3 Per Diem, Subsistence, and Actual Subsistence
 - .4 Advance of Funds for Travel Expenses
 - .5 Travel to Foreign Countries
 - .6 Expenses Incident to Death of Employee
 - .7 Preparation, Audit, and Payment of Transportation Expenses (GTR)
 - .8 Preparation, Audit, and Payment of a Travel Voucher, SF-1012
 - .9 Employee Relocation Allowance
- 1383 - Assistant Disbursing Officer
 - .1 Designation of Assistant Disbursing Officers
 - .2 ADO Assignments
 - .3 Spoiled Treasury Checks
 - .4 Loss of Unused Treasury Checks
 - .5 Incorrect Payments
 - .6 Accounting Records
- 1384 - Bonding of Employees
 - .1 Positions To Be Bonded
 - .2 Records To Be Maintained
 - .3 Designation of Bonded Officials
- 1385 - Imprest Funds
 - .1 Cashiers
 - .2 Establishment of Fund
 - .3 Utilization of Fund
 - .4 Reimbursements
 - .5 Accounting
 - .6 Reports
 - .7 Verification and Audit
 - .8 Emergency Imprest Fund Operations
- 1386 - Claims
 - .1 Claims Required to be Submitted to GAO
 - .2 Deceased Civilian Officers and Employees
 - .3 Claims of Deceased or Incompetent Public Creditors
 - .4 Irregularities and Withholdings Under the Davis-Bacon Act
 - .5 Dual Compensation Debt Procedures
 - .6 Debts Arising Out of Irregularities and Discrepancies
 - .7 Settlement of Claims by GAO
 - .8 Tort Claims Against the United States
- 1387 - (Unassigned)
- 1388 - (Unassigned)
- 1389 - Fiscal Procedures - Emergency Evacuation
 - .1 Advance Payments
 - .2 Evacuation Payments
 - .3 Special Allowances
 - .4 Termination of Payments
 - .5 Employees of Other Departments
 - .6 Records
 - .7 Review of Employee Accounts
- 1390 - Accounting Forms Index
 - .1 List of Current Forms
 - .2 Illustrations, General Instructions, and References
- 1400-000 - PERSONNEL MANAGEMENT
 - 1400-100 - THE CIVIL SERVICE COMMISSION
 - 1400-171 - The CSC Issuance System
 - .1 Federal Personnel Manual and BLM Manual
 - .2 Personnel Subject Matter in BLM Manual
 - 1400-200 - GENERAL PERSONNEL PROVISIONS
 - 1400-210 - Basic Concepts and Definitions
 - 1400-211 - Veterans Preference
 - 1400-212 - Competitive Service and Competitive Status
 - 1400-213 - Excepted Service
 - 1400-230 - Organization of the Government for Personnel Management
 - 1400-250 - Personnel Management
 - .1 Personnel Management Program
 - .11 Goals
 - .2 Elements of Personnel Management
 - .21 Manpower Planning
 - .22 Obtaining and Utilizing Manpower
 - .23 Evaluation
 - 1400-271 - Developing Policies, Procedures, Programs, and Standards
 - 1400-273 - Inspections, Surveys, and Audits
 - .1 Scope and Objectives
 - .2 Types of Inspections
 - .3 The Inspection Process
 - .4 Participation of Bureau Representatives
 - 1400-274 - Corrective Actions
 - 1400-275 - Evaluation of Personnel Management
 - .1 Scope of Evaluations
 - .2 Evaluation Process
 - .3 Scheduling
 - .4 Reporting
 - .5 Compliance
 - 1400-290 - Personnel Information
 - 1400-291 - Personnel Reports
 - 1400-292 - Personnel Data Standardizations
 - 1400-293 - Personnel Records and Files
 - 1400-294 - Availability of Official Information
 - 1400-295 - Personnel Forms and Documents

Subject-Function Classification Chart

- 1400-296 - Processing Personnel Actions
 - .1 Establishing Effective Dates for Appointments
- 1400-300 - EMPLOYMENT
 - .1 thru .7 - (Unassigned)
 - .8 Details
- 1400-301 - Overseas Employment
 - .1 General
 - .2 Personnel Arrangements Applicable to Participating Agency Service Agreements
 - .3 Establishment of Position and Pay
 - .4 Selection and Placement
 - .5 Processing Selection
 - .6 Promotion
 - .7 Tours of Duty
 - .8 Allowances and Benefits
 - .9 Employee-Management Relations
- 1400-302 - Employment in the Excepted Service
 - .1 Action Prior to Employment
 - .2 Notice of Short-Term Employment (SF-50A)
 - .3 Leave and Pay
 - .4 District Advisors
 - .5 (Unassigned)
 - .6 Medical Examinations
 - .7 Applicant Supply System
 - .8 Service Computation Date (SCD)
 - .9 Work Injury Compensation Benefits
- 1400-303 - Occupational Deferment and Reserve Membership
- 1400-304 - Employment of Experts and Consultants
- 1400-305 - Employment Under the Executive Assignment System
- 1400-306 - Selective Placement Programs
- 1400-307 - Transitional Appointments
- 1400-310 - Employment on the WAE Force
 - .1 Appointments to the WAE Force
 - .11 Request for Appointment
 - .12 Selection
 - .13 Conditions of Employment
 - .14 Probationary Period
 - .15 Career Status
 - .16 Tour of Duty
 - .2 Employee Benefits
 - .21 Annual and Sick Leave
 - .22 Other Leave
 - .23 Holiday Pay
 - .24 Within-Grade Increases
 - .25 Retirement
 - .26 Federal Employees Group Life Insurance (FEGLI)
 - .27 Health Insurance
 - .28 Unemployment Compensation
 - .29 Severance Pay
- .3 Employee Responsibilities
 - .31 Outside Employment
- .4 Ceiling
 - .41 Identification
- .5 Position Changes
 - .51 Reassignment to the Full-Time Force
 - .52 Reassignment to the WAE Force
 - .53 Promotions
- .6 Nonwork Status
 - .61 Return to Headquarters
 - .62 Nonpay Status
- .7 Reduction in Force
- .8 Annual Management Review
 - .81 Report
 - .82 Documentation of Nonpay Time
- 1400-311 - Power of Appointment and Removal
 - .1 Power of Appointment
 - .11 The Secretary of the Interior
 - .12 The Director
 - .13 Selection of Candidates for Key Positions
 - .14 Details and Assignments to Foreign Countries or International Organizations
 - .2 Power to Remove
 - .21 Serious Misconduct or Irregularity Cases
 - .22 Incumbents of Key Positions
 - .3 Delegations
 - .31 Assistant Director, Administration, and the Bureau Personnel Officer
 - .32 Service Center Directors and Field Personnel Officers
 - .33 State Directors
 - .34 Documenting Redelegations
 - .4 Oath of Office
 - .41 Administering the Oath of Office
 - .42 Termination of Authority
- 1400-312 - Position Management
- 1400-315 - Career and Career-Conditional Employment
- 1400-316 - Temporary and Indefinite Employment
- 1400-330 - Recruitment, Selection, and Placement
- 1400-331 - Organization for Recruiting and Examining
- 1400-332 - Recruitment and Selection through Competitive Examination
 - .1 Recruiting Timetable
 - .2 Selecting Recruiters
 - .3 Arranging Recruiting Visits
 - .4 Annual Recruiting Plans
 - .5 Recording and Reporting Requirements
- 1400-333 - Recruitment and Selection for Temporary Appointment Outside the Register

Subject-Function Classification Chart

- 1400-334 - Intergovernmental Assignments
- 1400-335 - Promotion and Internal Placement Plan
 - .1 Issuance of Position Vacancy Announcement
 - .2 Application for Position Vacancy
 - .3 Evaluation of Candidates for Promotion and Other Placement Actions
 - .4 Selection
 - .5 Promotion Records
 - .6 Employee Relations
 - .7 Promotion and Placement Program Review
- 1400-337 - Examining System
- 1400-338 - Qualifications Requirements (General)
- 1400-339 - Qualifications Requirements (Medical)
- 1400-351 - Reduction in Force
- 1400-352 - Reemployment Rights
- 1400-353 - Restoration After Military Duty
- 1400-400 - EMPLOYEE PERFORMANCE AND UTILIZATION
- 1400-410 - Training
 - .1 BLM Training System
- 1400-430 - Performance Improvement
 - .1 Permanent Employees
 - .2 Temporary Employees
- 1400-451 - Incentive Awards
 - .1 Employee Suggestions
 - .2 Special Achievement Awards
 - .3 Quality Increase Awards
 - .4 Recommending Employees for Quality Increase or Cash Awards
 - .5 Service Awards
 - .6 Departmental Honor Awards
 - .7 BLM Honor Awards
 - .8 Outside Awards
 - .9 Reports
- 1400-500 - POSITION CLASSIFICATION PAY AND ALLOWANCES
- 1400-511 - Position Classification Under the Classification Act System
 - .1 Creation and Modification of Positions
 - .2 Evaluation of Positions
 - .3 Standards and Criteria for Evaluation
 - .4 Use of Position Descriptions in Position Classification
- 1400-530 - Pay Rates and Systems
- 1400-531 - Pay Under the General Schedule
 - .1 Basic Pay
 - .2 Pay Adjustment for Supervisors
- .3 Acceptable Level of Competence
 - .31 Factors To Be Considered
 - .32 Supervisory Considerations
 - .33 Employee's Rights
 - .34 Substantiating the Negative Determination
 - .35 Untimely Notices
 - .36 Control Listing
 - .37 Processing Within-Grade Increases
- 1400-532 - Coordinated Federal Wage System
 - .1 Scope of the System
 - .2 Wage Surveys
 - .3 Job Grading
 - .4 Qualification Standards for Wage Positions
 - .5 Appeals
 - .6 Pay Administration
 - .7 Pay Retention
- 1400-534 - Pay Under Other Systems
- 1400-539 - Conversions Between Pay Systems
- 1400-550 - Pay Administration
 - .1 Premium Pay
 - .2 Lump-Sum Payments for Annual Leave
 - .3 Allotments and Assignments of Pay
 - .4 Dual Federal Employment
 - .5 Severance Pay
 - .6 Cost of Living Allowance
- 1400-551 - Pay Administration Under the Fair Labor Standards Act
- 1400-571 - Travel and Transportation for Recruitment
- 1400-591 - Allowances and Differentials Payable in Nonforeign Areas
- 1400-600 - ATTENDANCE AND LEAVE
- 1400-610 - Hours of Duty
 - .1 Duty Hours for Full-Time Employees
 - .2 Duty Hours for Part-Time Employees
 - .3 Intermittent Employees
 - .4 Designation of Holidays
 - .5 Administrative Dismissal
- 1400-630 - Absence and Leave
 - .1 General Leave Administration
 - .2 Administration of Annual and Sick Leave Act
 - .3 Annual Leave
 - .4 Sick Leave
 - .5 Maternity Leave
 - .6 Military Leave
 - .7 Court Leave
 - .8 Excused Absence
 - .9 Leave Without Pay (LWOP)
- 1400-700 - PERSONNEL RELATIONS AND SERVICES
- 1400-710 - Fund Raising
- 1400-711 - Labor Management Relations

Subject-Function Classification Chart

- 1400-713 - Equal Employment Opportunity
 - .1 Equal Employment Opportunity Affirmative Action Program
 - .2 Complaints
 - .3 Hearings
 - .4 Referrals and Appeals
 - .5 Records and Reports
 - .51 Minority Group Identification File
 - .52 Reports - Minority Groups and Women
- 1400-715 - Voluntary Separations and Reductions in Rank or Pay
- 1400-731 - Suitability
- 1400-732 - Personnel Security Program
 - .1 Employee Security Clearance
 - .2 Sensitive Positions
- 1400-733 - Political Activities
- 1400-735 - Employee Responsibilities and Conduct
 - .1 Integrity
 - .2 Servicing Personnel Officers' Obligations
 - .3 Supervisors' Obligations
 - .4 Employees' Obligations
 - .5 Counseling Services
 - .6 Conduct
 - .7 Statement of Employment and Financial Interests
- 1400-736 - Investigations
- 1400-751 - Discipline
 - .1 Disciplinary Action
 - .2 Serious Misconduct or Irregularity Cases
 - .3 Adverse Actions
 - .4 Determining Appropriate Disciplinary Action
 - .5 Essential Preparation for Determination
 - .6 Counseling Employees
 - .7 Accepting Resignations
 - .8 Physical or Mental Disability
 - .9 Taking the Disciplinary Action
- 1400-752 - Adverse Actions
 - .1 Coverage
 - .2 Exclusions
 - .3 Reply to Charges
 - .4 Status of Employee During Notice Period
 - .5 Reporting Matters of a Serious Nature
 - .6 Right of Appeal
- 1400-771 - Appeals and Grievances to the Agency
 - .1 Presenting an Appeal or Grievance
 - .2 Appeals System
 - .3 Grievance System
- 1400-772 - Appeals to the Commission
- 1400-792 - Federal Employees Occupational Health Program
 - .1 Scope
 - .2 Health Service Units
 - .3 Procuring Group Health Services
 - .4 Employee Emergency Data
 - .5 Employee Alcoholism and Drug Abuse Program
- 1400-800 - INSURANCE AND ANNUITIES
- 1400-810 - Injury Compensation
 - .1 Medical Care
 - .2 Financial Benefits
 - .3 Settlements with Third Parties
 - .4 Election Between Annuity and Compensation
 - .5 Appeal and Review Rights
- 1400-831 - Retirement
 - .1 Coverage
 - .11 Employees Covered
 - .12 Creditable Service
 - .13 Source of Retirement Fund
 - .14 Retirement Counseling
 - .2 Types of Retirement
 - .21 Mandatory (Age) Retirement
 - .22 Optional Retirement
 - .23 Discontinued Service Retirement (Involuntary Separation Without Cause)
 - .24 Disability Retirement
 - .25 Deferred Retirement
 - .3 Annuities
 - .31 Types of Annuities
 - .32 Computation of Annuities
 - .33 Federal Income Tax Returns
 - .4 Employee Benefits
 - .41 Annual and Sick Leave
 - .42 Life Insurance
 - .43 Health Benefits
 - .5 Refund of Contributions
 - .51 Requirements
 - .6 Reemployment of Retired Employees
 - .61 Policy
 - .62 Requirements
 - .63 Employee Benefits
 - .64 Notice to Civil Service Commission
- 1400-832 - Old Age, Survivors, and Disability Insurance
- 1400-850 - Unemployment Benefits
- 1400-870 - Life Insurance
- 1400-890 - Federal Employees Health Benefits

Subject-Function Classification Chart

1400-900 - GENERAL AND MISCELLANEOUS

1400-910 - Installation of Heads of Field Offices
.1 Installation Ceremonies

1400-930 - Programs for Specific Positions or Examination (Miscellaneous)

- .1 Motor Vehicle Operators
 - .11 Authority for Conducting Motor Vehicle Operator Program
 - .12 Control of Identification Cards
 - .13 Definition of Terms
 - .14 Requirement to Possess Identification Card and State Driver's License
 - .15 Application for Identification Card
 - .16 Content of Identification Card
 - .17 Renewal of Identification Card
 - .18 Surrender or Transfer of Identification Card
 - .19 Records and Reports

1400-933 - Qualification Requirements for Specific Positions

1500 - ADMINISTRATIVE SERVICES -

1510 - Procurement

1510-1 - General Contracting Policies

- .0 Regulation System (Incl. proposed procedures)
- .3 General Policies
 - .305 Specifications
 - .315 Liquidated Damages
- .6 Debarred, Suspended, and Ineligible Bidders
- .7 Small Business Concerns
- .8 Labor Surplus Area Concerns
- .9 Possible Antitrust Violations
- .70 Reports
 - .7001 SF-37, Procurement Report
 - .7004 Reporting on Contracting and Procurement Over \$10,000
 - .7006 Lubricating Oil Estimate
 - .7010 Labor Enforcement Report
- .72 Contracting Officers - Designations and Responsibilities

1510-2 - Procurement by Formal Advertising

- .2 Solicitation of Bids
- .3 Submissions of Bids
- .4 Opening of Bids and Award of Contract

1510-3 - Procurement by Negotiation

- .7000 Professional Service Contracts
- .7001 Aerial Tanker Contracts
- .7002 Study (Research) Contracts

1510-6 - Foreign Purchases

1510-7 - Contract Clauses

1510-10 - Bonds and Insurance

1510-11 - Federal, State, and Local Taxes

1510-12 - Labor

1510-14 - Inspection and Acceptance

1510-15 - Contract Cost Principles and Procedures

1510-16 - Procurement Forms

1510-19 - Transportation

1510-51 - Audit

1510-70 - Contract Administration

1511 - Purchasing

- .1 Sources of Supply
- .2 Purchasing Documents
 - .21 Requisitions
 - .22 SF-44, Purchase Order-Invoice-Voucher
 - .23 FEDSTRIP Requisitions
 - .24 Long Form Purchase Order, Form 1510-3
 - .25 Requisitions for Printing
 - .26 SF-19, Invitation, Bid, and Award - Informal Contracts
 - .27 Government Bill of Lading (GBL)
 - .28 Shipments on Commercial Forms
- .3 Special Purchasing Techniques
- .4 Distinctive Purchases
 - .41 Printed Material
 - .42 Equipment and Supplies
 - .43 Utilities and Services
 - .44 Land and Interests in Land
 - .45 Equipment Rental

1512 - Field Contracting

- .1 Contract Methods and Use
- .2 Preparation of Bid Drafts
- .3 Service Center Processing
- .4 Contract Administration
- .5 Labor Standards Provisions
- .6 Payments
- .7 Special Types of Contracts

1520 - Personal Property Management

- .1 Standard Numbering of Property Management Documents

1521 - Receiving and Identification

- .1 Acquisitions
- .2 Receipt of Property
- .3 Identification
- .4 Price Adjustments
 - .41 Freight
 - .42 Discounts
 - .43 Adjustment Vouchers

1522 - Classification and Accountability

- .1 Classification
- .2 Accountability

1523 - Warehouse Management

- .1 Storage Arrangements
- .2 Inventories
- .3 Supply Activity Report

1524 - Loss, Damage, or Theft

- .1 Theft
- .2 Report of Survey or Certificate of Loss or Damage
- .3 Boards of Survey
- .4 Employee Liability
- .5 Abandonment or Destruction
- .6 Adjustment of Records

Subject-Function Classification Chart

- 1525 - Equipment Utilization and Maintenance
 - .1 Official Use of Aircraft and Motor Vehicles
- 1526 - Equipment Rental and Loan
 - .1 Rental or Loan of Bureau-Owned Equipment
- 1527 - Disposal
 - .1 Available Property Disposal
 - .2 Excess Property Disposal
 - .3 Surplus Property Disposal
 - .4 Methods of Disposal
 - .5 Exchange/Sale
 - .6 Reports
 - .61 Quarterly Report - Utilization and Disposal of Excess and Surplus Personal Property, SF-121
 - .62 Annual Report of Transactions under Exchange/Sale Authority
 - .63 Annual Supply Activity Report Including Long Supply Stores Inventory
 - .64 Annual Survey to Determine Potential for Recovery of Precious Metals and Critical Materials
 - .65 Semiannual Report on the Recovery of Precious Metals and Critical Materials
- 1528 - Data Processing of Capitalized Personal Property Records
 - .1 Property Transaction Sheet, Form 1520-26
 - .2 Processing Procedures
 - .3 Print-Outs
 - .4 General Ledger Reconciliation
 - .5 Major Noncapitalized Property Transactions
- 1530 - Real Property Management
 - 1531 - Acquisition
 - .1 Purchase
 - .2 Transfers
 - .3 Donations
 - .4 Withdrawals from National Resource Lands
 - .5 Construction of Improvements
 - .6 Acquisition/Receiving Procedures
 - 1532 - Accountability and Utilization
 - .1 Accountability
 - .2 Annual Inventory
 - .3 Annual Utilization Surveys
 - .4 GSA Executive Order 11724 Utilization Reviews
 - .5 DSC, Branch of Property Management, Annual Reports of Owned and Leased Real Property ←
 - 1533 - Disposal
 - .1 Available Real Property
 - .2 Excess Real Property Disposal
 - .3 Surplus Real Property Disposal
 - .4 Special Disposals ←

- 1534 - Quarters
 - .1 Design and Construction
 - .2 Rental Rates
 - .3 Assignment and Occupancy
- 1535 - GSA Space Assignments
 - .1 Requests and Leases
 - .2 Financing
 - .3 Assignment Record
 - .4 Utilization
 - .5 Reports of Space Use
 - .6 Release of Assigned Space
- 1536 - Public Buildings Management
 - .1 Utilization
 - .2 Operations and Maintenance
 - .21 (Unassigned)
 - .22 Directories
 - .23 Door Name Cards
 - .24 Alterations
 - .25 Display of U.S. Flag
 - .26 Flags of the Department of the Interior
- 1537 - Buildings and Recreation Site Maintenance Standards
 - .1 Buildings
 - .2 Recreation Sites
 - .3 Other Facilities
 - .4 Annual Inspection
- 1540 - Office Services
 - 1541 - Correspondence Preparation
 - .1 General
 - .2 Preparation
 - .3 Controlled Correspondence
 - .4 Envelopes and Mailing
 - .5 Routing of Correspondence
 - .6 Director's Daily Reading Files
 - .7 Surname and Signature Tags
 - .8 Forms of Address
 - 1542 - Mail Management
 - .1 Receiving and Routing
 - .2 Preparation of Replies
 - .3 Outgoing Mail
 - 1543 - Communications (Wire)
 - .1 Telephone Services
 - .2 Teletypes and Telegraph Service
 - 1544 - Reproduction and Duplicating
 - .1 Regulations of Joint Committee on Printing and Binding
 - .2 Contract Field Printing
 - .3 Reports
 - 1545 - Transportation of Freight
 - .1 Government Bills of Lading
 - .2 Claims for Loss or Damage
 - .3 Local Drayage and Hauling (Ref. 1510-4.7005)
 - .4 Freight Classifications and Rates

Subject-Function Classification Chart

1600 - PLANNING-PROGRAMMING-BUDGETING
(See 43 CFR 1725 - Program Policy)

- 1601 - Planning System
 - .1 General Characteristics
 - .2 System Components
 - .3 Format Standards and Document Control
 - .4 System Operation
 - .5 Management of Planning System Use
- 1602 - Basic Guidance
 - .1 General Policy Statement
 - .11 Bureau Responsibilities
 - .12 Bureau Objectives
 - .13 Management Principles
 - .2 Planning Horizon
 - .3 Planning Assumptions
 - .31 Population and General Economic Growth
 - .32 Public Land Tenure and Management
 - .33 Environmental Quality
 - .34 Inventory and Land-Use Planning
 - .4 Standards for Program-Wide Application
 - .41 Executive Direction
 - .42 Standards for Selected Program-Wide Tasks
- 1603 - Supplemental Guidance
 - .1 Program Activity Policy
 - .11 Description of Program Activities and Program Activity Policy Statements
 - .12 Policy Statements
 - .2 Land-Use Decision Criteria
 - .21 Policy
 - .22 Guidelines
 - .3 District Land-Use Guide Preparation Procedures
 - .4 Program Decision Criteria
 - .5 Program Outlook Guide
 - .6 District Program Guides
- 1604 - Management Environment Analysis
 - .1 District Management Profile
 - .2 Initial Analysis
 - .3 District Organization Analysis
- 1605 - Unit Resource Analysis
 - .1 General Concept
 - .2 General Information
 - .3 Physical Profile
 - .4 Resource Data
- 1606 - Economic Profile
 - .1 State Economic Profile
 - .2 District Economic Supplement
- 1607 - Special Information Analysis
- 1608 - Land-Use and Development Decisions
 - .1 Management Framework Plan Procedures
 - .2 Program Activity Planning
- 1609 - Program Development Decisions
- 1610 - Programming
 - .1 Program Guidance and References
 - .11 Guidance Elements and References
 - .2 Analysis Required to Support Program Proposal
 - .21 Program Analysis
 - .3 Program Data
 - .31 Use of Program Data
 - .32 Submission of Program Data
 - .4 Feedback from Director's Office
- 1611 - Program Prepackage Preparation
 - .1 Submission Requirements
 - .2 Program Package Preparation

- 1612 - Program Packages and Construction Schedules
 - .1 Submission Requirements
 - .11 Copy Reproduction
 - .12 Revision of Program Materials
 - .2 Program Package Preparation
 - .21 Programs Which Require Packaging
 - .22 Programs Excluded From Packaging
 - .23 Composition of Package Submission
 - .24 To Begin Packaging
 - .25 Program Package From Preparation
 - .26 Narrative for Program Packages
 - .3 Construction Schedule Preparation
 - .31 Documents Required
 - .32 Assembly
 - .33 Construction Codes
- 1613 - Programs
 - .1 Advices
 - .2 Submissions
 - .3 OMB Estimates
 - .4 Congressional Activities
- 1614 - Special Program Information
 - .1 Project Approach Schedule
- 1615 - Programming, Planning, Budgeting System
 - .1 Office of Management and Budget
 - .2 Secretarial Guidance
 - .3 Bureau Program Instructions
 - .4 Program Analysis
 - .5 Program and Financial Plan
 - .6 Program Memoranda
 - .7 Spring Review
 - .8 Revisions
- 1620 - Budgeting
 - .1 Budget-Programming Cycle
 - .11 Cycle
 - .12 Planning-Programming-Budgeting Process
 - .2 Programming-Budgeting Process
 - .3 Cost Concepts Used in Budgeting
 - .4 Cost-Based Budgeting
- 1621 - OMB Budget Estimates
- 1622 - Budget Estimates--President's Budget
 - .1 Justifications
 - .2 Legislative Program
 - .3 Receipts and Expenditures
 - .4 Special Analyses
- 1623 - Supplementary Estimates
- 1624 - Hearings
 - .1 OMB
 - .2 House
 - .3 Senate
- 1625 - Appropriations and Allocations
- 1626 - Allotments and Apportionments
- 1627 - Position Control and Manpower
 - .1 States
 - .2 Limitations and Reports
- 1628 - Limitations
 - .1 Travel Ceiling
 - .2 Deductions
 - .3 Obligations

Subject-Function Classification Chart

1630 - Annual Work Plans and Reports

1631 - Annual Work Plan-Operating Budget

- .1 Annual Work Plan Preparation, Submission, and Review
- .11 Preparation of Documents
- .12 Submission and Review

1632 - Job Documentation Reporting System

- .1 Job Documentation Report, Form 1630-8
- .2 Data Bank
- .3 ADP Printouts

1633 - Progress Reports

- .1 Preparation of Documents
- .11 Progress Reports Required and Reporting Periods
- .12 Preparation and Submission of Progress Reports

1634 - Work-Job Code Definitions

1635 - Reports to State, District, and Other Offices

1636 - Reports to Directorate and Divisions

1637 - Reports to the Department

1638 - Reports to Congress

1639 - Reports to OMB

1700 - MISCELLANEOUS

1710 - Organization and History

1720 - Youth Conservation Corps Program

1730 - Planning

1731 through 1733 - (Unassigned)

1734 - Impact Studies

- .1 Procedure for Preparing and Coordinating Impact Studies and Reports
 - .11 Receipt of Notice of Proposed Investigations
 - .12 Steps in Preparing Impact Report
 - .13 Relation to Withdrawal Reports
 - .14 Unresolved Matters
- .2 Impact Study Control
 - .21 Quarterly Status Report
 - .22 Correspondence
 - .23 Annual Status Reports
- .3 Outline for Impact Studies
 - .31 Transmittal Letter
 - .32 Writing Guidelines
 - .33 Mandatory Content

1735 - Field Committee; Interagency Committee

1736 - River Basin Planning

1737 - Fencing

1740 - Research Management and Liaison

1742 - Research Management

- .1 Initiating Research Project
 - .11 Project Proposal Outline
 - .12 Procedure for Processing Research Proposal
- .2 Procedure for Project Renewal

1750 - Legislation

1751 - Legislative Reports and Proposals

- .1 Departmental Requirements
- .2 Bureau Procedure-Reports on Bills and Legislative Proposals
- .3 Bureau Procedures - Bureau-Initiated Legislative Proposals
- .4 Preparation of Testimony for Congressional Hearings
- .5 Discussions of Bills and Legislative Proposals

1752 - Legislative Drafting Service

- .1 Departmental Requirements
- .2 Draft Preparation

1753 - Implementation of New Legislation

- .1 Preparation of Instructions
 - .11 Information Concerning New Legislation
 - .12 Review of Instructions

1760 - Regulations

1761 - Proposing Regulations

- .1 Identification of Needs and Initiation of Proposed Amendments
- .2 Drafting
- .3 Review and Clearance
- .4 Followup After Submission to Department
- .5 Document Distribution
- .6 Records

1770 - International Cooperation

1771 - Technical Assistance

1772 - Training and Consultation

1773 - International Meetings and Conferences

1774 - International Travel

- .1 Official
- .2 Unofficial

→ 1775 - International Committees ←

1776 - International Agreements

- .1 Technical Exchanges

→ 1777 - Compliance with United States Foreign Policy ←

- .1 Contact with Foreign Nationals
- .2 Non-Military Incidents
- .3 Notification to Chief of United States Foreign Diplomatic Mission

1778 - International Studies

1780 - Cooperative Relations

1781 - Congressional Liaison

1782 - Federal Agencies

Subject-Function Classification Chart

1783 - Committee Management		1814 - Entry and Use of Land and Resources	
1784 - Advisory Boards		.1 Nondiscrimination	
.1 Establishment, Termination, and Renewal of Boards		1815 - Disaster Relief	
.2 Appointment of Members		1820 - Application Procedures	
.3 Terminations of Appointment		1821 - Execution and Filing of Forms	
.4 Operating Procedures		.1 Names of Claimants	
1785 - Relationships with State and Local Governments		.2 Office Hours; Time and Place for Filing	
.1 Relationships with Clearinghouses		.3 Oaths	
1786 - Cooperative Agreements		.4 Notations on Applications	
.1 Types		.5 Entries for Lands in More Than One Land District	
.2 Clearance and Approval		.6 Amendments	
.3 Control Requirements		.7 Alaska	
.4 Publicizing	←	.8 Adjudication of Conflicts	←
1787 - Educational, Library, and Research Institutions		1822 - Payments and Repayments	
1788 - Attendance at Meetings		.1 Payments	
.1 Criteria for Determining Attendance at Meetings		.2 Repayments	
.2 Planning, Approval, and Reporting		.3 Act of June 16, 1880	
1789 - Associations and Societies		.4 Act of March 26, 1908	
.1 Commercial		.5 Bonds	
.2 Conservation and Civic		1823 - Proofs and Testimony	
.3 Professional		.1 Time and Place; Appearances	
.4 State and Local Government		.2 Procedures	
1790 - Environmental Protection and Enhancement		.3 Transmittal of Proof Papers	
1791 - Environmental Analysis		.4 Proof on Entries in More Than One District	
1792 - Environmental Statements		.5 Conduct of Officers	
.1 Identification of Bureau Actions Requiring Statements		1824 - Publication and Posting of Notices	
.2 Preparation and Review of Bureau Statements		.1 Selection of Newspaper	
.3 Availability of Statements and Statement Record for Public Review		.2 Protests	
.4 Implementing the Proposed Action		.3 Payment for Republication of Notice	
.5 Review of Statements Prepared by Other Federal Agencies		.4 Frequency of Publication	
1793 - Review of Environmental Statements Prepared by Other Federal Agencies		.5 through .8 - (Unassigned)	
1800 - PUBLIC ADMINISTRATIVE PROCEDURES		.9 Alaska	
1810 - Introduction and General Guidance		1825 - Relinquishments	
.1 through .4 - (Unassigned)		.1 When Relinquished Land Becomes Subject to Further Appropriation	
.5 Public Lands in Litigation		.2 Relinquishment of Right-of-Way	
1811 - Qualification of Applicants		.3 Repayment Cases	
.1 Evidence of Citizenship Status		1826 - Reinstatement of Cancelled Entries	
.2 Departmental Employees		.1 Application for Reinstatement	
1812 - Qualifications of Practitioners		1830 - Administrative Review	
1813 - Public Land Records		1831 - Procedures	
.1 Tract Books and Plats		1832 - (Unassigned)	
.2 Copies of Records and Papers		1833 - Field Review	
.3 Serial Register		1834 - Headquarters Review	
.4 Production of Records in Court		1840 - Appeals Procedures	
	→	1841 - Decision Procedures	←

Subject-Function Classification Chart

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|---|--|
| <p>1842 - Transmittal of Appeals to Director</p> <ul style="list-style-type: none">.1 Governing Regulations.2 Right of Appeal.3 Notice of Appeal.4 Late Appeal or Filing Fee.5 Checking the Record.6 Review of record by State Director.7 Forwarding of Appeal to Director.8 Subsequent Information Received.9 Appeals from Hearing Examiners' Decisions <p>1843 - (Unassigned)</p> <p>1844 - (Unassigned)</p> <p>1845 - Legal Source and Research Materials</p> <p>1850 - Hearings Procedures</p> <p>1851 - Hearings Upon Possessory Claims to Lands and Waters Used and Occupied by Natives of Alaska</p> <ul style="list-style-type: none">.1 Petitions of Native Groups.2 Hearing and Notice.3 Powers of Presiding Officer.4 Appearances.5 Evidence.6 Oral Arguments and Briefs.7 Filing the Record of the Hearing.8 Determination by the Secretary of the Interior.9 Publication and Revision <p>1860 - Conveyancing Instruments</p> <ul style="list-style-type: none">.1 Contents.2 Corrections.3 Equitable Adjudication.4 Posting.5 Civil Rights Act of 1964 <p>1861 - Final Certificates</p> <ul style="list-style-type: none">.1 Execution and Use.2 Contents.3 Correction of Final Certificates.4 Documents in Lieu of Final Certificates.5 Exceptions and Reservations <p>1862 - Patent Preparation and Issuance</p> <ul style="list-style-type: none">.1 Contents (Preparation).2 Delivery (Issuance).3 through .7 (Unassigned).8 Records and Reports.9 Exceptions and Special Instructions <p>1863 - Other Title Conveyances</p> <ul style="list-style-type: none">.1 Title Transfer to the Government <p>1864 - Leases, Licenses, and Permits</p> <p>1870 - Adjudication Principles and Procedures</p> <p>1871 - Principles</p> | <p>1872 - Dispositions, Records, and Testimony</p> <p>1873 - Claims for Damage</p> <ul style="list-style-type: none">.1 Government Property or Resources.2 Tort.3 Contract <p>1874 - Litigation</p> <ul style="list-style-type: none">.1 Criminal Action.2 Civil Action <p>1875 - Legal Assistance and Guidance</p> |
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Subject-Function Classification Chart

- 2000 - LAND RESOURCE MANAGEMENT
 - 2010 - Coordination
 - 2011 - Within BLM
 - 2012 - Within Department of the Interior
 - 2013 - With Other Federal Agencies
 - .1 With Individual Agencies
 - .2 With Inter-Agency Groups
 - 2014 - With Regional Governmental Agencies or Groups
 - 2015 - With State Government
 - 2016 - With Local Government and Other Instrumentalities
 - 2017 - With Interest/User Groups
 - 2020 - Land Resource Analysis
 - .1 Orientation and Concepts
 - .2 Urban Expansion Area
 - .3 Urban Use Site Evaluation
 - .4 Agricultural Land Use
 - .5 Public Purposes Land Use
 - .6 Special Uses
 - 2030 - Environmental Considerations
 - 2031 - Environmental Quality and Natural Beauty
 - .1 Lands Retained in Federal Ownership
 - .2 Lands Transferred from Federal Ownership
 - .3 Special Areas of Consideration
 - 2032 - Open Space
 - .1 Functions
 - .2 Planning
 - .3 Protecting
 - 2040 - Land Tenure Adjustments
 - 2050 - Lands Management Plans
 - .1 Planning Area Selection
 - .2 MFP Recommendation for Acquisition
 - .3 MFP Recommendations for Retention and Segregation
 - .4 MFP Recommendations for Title Transfer (Fee or Less Than Fee)
 - .5 Recommendations Calling for Accommodation of Urban Expansion or Nonurban Intensive Development Needs
 - 2060 - Lands Examination, Investigations, and Reports
 - 2061 through 2062 - (Unassigned)
 - 2063 - Land Reports
 - 2070 - Designation of Areas and Sites
 - 2080 - Special Studies
 - 2081 - BLM-FS Adjustments
 - 2090 - Special Laws and Rules
 - 2091 - Segregation of Lands
 - 2092 - Antiquities
 - 2093 - Minerals (Nonmineral Entries on Mineral Lands)
 - 2094 - Special Resource Values - Shore Space
 - 2095 - Alaska
 - 2096 - Veterans
 - 2097 - Special Districts
 - 2098 - Use of Land for Federal Programs
 - .1 44 L.D. 513
 - .2 Improvements
- 2100 - ACQUISITIONS
 - 2110 - Gifts
 - 2111 - Procedures
 - .1 through .3 (Unassigned)
 - .4 Status of Lands
 - .41 Public Land Administration Act
 - 2120 - Leases
 - 2130 - Acquisition of Easements by Purchase or Condemnation
 - .1 BLM-Forest Service Road Right-of-Way Agreement
 - 2131 - Real Property Easement Preparation
 - 2132 - Title Evidence, Clearance, and Opinion
 - 2133 - Negotiations
 - 2134 - Recordation
 - 2135 - Inspection and Possession
 - 2136 - Payment of Consideration
 - 2137 - Condemnation
 - 2138 - P.L. 91-646 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- 2200 - EXCHANGES
 - 2210 - State Exchanges
 - 2211 - Under Taylor Grazing Act
 - 2212 - Miscellaneous State Exchanges
 - 2220 - Private Exchanges Under Taylor Grazing Act
 - 2230 - National Forest Exchanges
 - 2240 - National Park System Exchanges
 - 2250 - Wildlife Refuge Exchanges
 - 2260 - O. and C. Exchanges
 - 2270 - Miscellaneous Exchanges
 - 2271 - Indian Reservation Exchanges
 - 2272 - Reclamation Exchanges

Subject-Function Classification Chart

2300 - LAND WITHDRAWALS AND REVOCATIONS

- 2301 - Reports
 - .1 Triannual Reports of Withdrawals and Revocation Actions

2310 - Withdrawals for BLM Management

- 2311 - Public Water Reserves
- 2312 - Classification and in Aid of Legislation
- 2313 - Stock Driveways
- 2314 - Grazing Districts
- 2315 - Administrative Sites
- 2316 - Protective
- 2317 - Public Aviation Facilities

2320 - Withdrawals for Other Interior Agencies

- 2321 - Geological Survey
 - .1 Powersites
 - .2 Reservoir Sites
 - .3 Minerals

2322 - Bureau of Reclamation

2323 - National Park Service

2324 - Fish and Wildlife Service

2325 - Bureau of Indian Affairs

2330 - National Defense Agencies

2331 - Department of Defense - Act of 1958

2332 - Army

2333 - Navy

2334 - Air Force

2335 - Coast Guard

2340 - Withdrawals for Other Agencies

2341 - Department of Transportation

2342 - Atomic Energy Commission

2343 - Forest Service

2344 - Federal Power Commission

2350 - Withdrawal Procedures

2351 - Applications

2352 - Reports

2353 - Public Land Order

2354 - Advance Right of Entry

2355 - Withdrawal Review

2356 - Modification of Withdrawal

2357 - Transfer of Jurisdiction

2360 - (Unassigned)

2370 - Restorations and Revocations

2371 - Requests for Revocation

2372 - Procedures

2373 - (Unassigned)

2374 - Acceptance of Jurisdiction by BLM

2400 - LAND CLASSIFICATION

2410 - Criteria for All Land Classifications

2420 - Multiple-Use Management Classifications

2430 - Disposal Classifications

2440 - Segregation Classification

2441 - Multiple-Use Classifications

2442 - Disposal Classifications

2450 - Petition-Application Classification System

2460 - Bureau Initiated Classification System

2461 - Multiple-Use Classification Procedures

2462 - Disposal Classification Procedure - Over 2,560 Acres

2463 - Reclassification

2470 - Post-Classification Actions

2471 - Opening and Allowance

2500 - DISPOSITION; OCCUPANCY AND USE

2510 - Homesteads

2511 - Original Homesteads

2512 - Additional Entries

2513 - Second Entries

2514 - Enlarged Homesteads

Subject-Function Classification Chart

2515 - Reclamation Homesteads	2760 - Townsites
2520 - Desert Land Entries	2770 - Alaska Sales
2530 - Indian Allotments	2771 - Public Sale Act
2540 - Color-of-Title	2772 - Alaska Housing Act
2550 - Mining Claim Occupancy Act	2780 - Special Areas
2560 - Alaska Occupancy and Use	2781 - Choctaw-Chickasaw
2561 - Native Allotments	2782 - Private Laws
2562 - Trade and Manufacturing Sites	2783 - State Irrigation Districts
2563 - Homesites or Headquarters	2784 - Arkansas Drainage
2564 - Native Townsites	2785 - Unintentional Trespass Land Sale Act PL 90-516
2565 - Non-Native Townsites	2800 - RIGHTS-OF-WAY
2566 - Alaska Railroad Townsites	2810 - Tramroads and Logging Roads
2567 - Alaska Homestead Settlement	2811 - Public Lands
2600 - DISPOSITION; GRANTS	2812 - Over O. and C. and Coos Bay Revested Lands
2610 - Scrip	2820 - Roads and Highways
2620 - State Grants	2821 - Under Title 23 U.S.C. (Interstate and Defense Highway System)
2621 - Indemnity Selections	2822 - Roads Over Public Lands Under RS 2477
2622 - Quantity and Special Grant Selections	2830 - (Unassigned)
2623 - School Land Grants to Certain States Extended to Include Mineral Sections	2840 - Railroads, Station Grounds, Wagon Roads
2624 - Patents for Granted School Sections	2841 - Railroads, Wagon Roads, and Tramways in Alaska
2625 - Swamp Land Grants	2842 - Railroads and Station Grounds Outside Alaska
2626 - (Unassigned)	2850 - Power Transmission Lines
2627 - Alaska	2860 - Communications
2630 - Railroad Grants	2861 - Radio and Television Sites
2640 - FAA Airport Grants	2862 - Telephone and Telegraph Lines
2700 - DISPOSITION; SALES	2870 - Water Facilities
2701 - Private Entries	2871 - Irrigation
2702 - Price of Public Lands	2872 - Watering Livestock
2710 - Public Sale - R.S. 2455	2873 - Water Plants
2720 - Public Sale PL 88-608	2880 - For Mineral Leasing Purposes
2730 - Small Tract	2881 - For Oil and Natural Gas Pipeline and Pumping Plant Sites Under the Mineral Leasing Act
2740 - Recreation and Public Purposes	2882 - Over Lands Subject to Mineral Lease
.1 Uses Permitted	2883 - For Pipelines and Other Easements on the Outer Continental Shelf
.2 Pricing	
.3 Handling Petition Applications	
.4 Development and Management Plan Evaluation	
.5 Minerals; Timber	
.6 Lease and Patent Compliance Checks	
.7 Handling Transfers of Patentee or Use	
.8 Grantee Record	
2750 - Cemeteries	

Subject-Function Classification Chart

2890 - Miscellaneous Rights-of-Way

2891 - National Forests

2892 - Easements on Real Property

2900 - USE - LEASES AND PERMITS

2910 - Leases

2911 - Airport

2912 - Recreation and Public Purposes Act

→ .1 Lease Periods and Rental Charges

.2 Processing Lease Applications

.3 Scheduling Compliance Checks

.4 Transfers of Use

.5 Change of Lessee

.6 Renewal

.7 Removal of Timber ←

2913 - Small Tract Act

2914 - Mining Claim Occupancy Act

2915 - Water Wells (Mineral Leasing Act)

2916 - Alaska Fur Farm

2920 - Special Land-Use Permits

2921 - Advertising Displays

2922 - Water Wells

2923 - Commercial Facilities and Services

2924 - Sport Events, Races, and Rallies

Subject-Function Classification Chart

3000 - MINERALS MANAGEMENT

3010 - Coordination

3020 - (Unassigned)

3030 - Minerals Resource Inventory

- .1 The Inventory System
- .2 The General Analysis
- .3 The Comprehensive Analysis
- .4 Minerals Resource Inventory Library
- .5 Progress Reports

3040 - Environment and Safety

3041 - Management of Mineral Use

3042 - Land Reclamation

3043 - Mining Law Operations

3044 - Safety

3045 - Geophysical Exploration Operations
(Oil and Gas)

3050 - Special Studies

3060 - (Unassigned)

3070 - Minerals Planning

3071 - Mineral Activity Planning

→ 3080 - Energy Minerals Activity
Recommendations ←

3090 - Research

3100 - OIL AND GAS LEASING

3101 - Lands Subject to Leasing

3102 - Qualifications of Lessees

3103 - Fees, Rental, and Royalty

3104 - Bonds

3105 - Cooperative Conservation Provisions

3106 - Assignments or Transfers and Subleases

3107 - Continuation, Extensions, or Renewals

3108 - Terminations and Expirations

3109 - Surface Management Requirements

3110 - Noncompetitive Leases

3111 - Regular Offers

3112 - Simultaneous Offers

3120 - Competitive Leases

3130 - Fractional or Future Interest Leases
and Permits

3200 - GEOTHERMAL RESOURCES LEASING

3201 - Available Lands; Limitations; Unit
Agreements

- .1 Lands Subject to Geothermal Leasing
- .2 Acreage Limitations
- .3 Leases Within Unit Areas ←

3202 - Qualifications of Lessees

- .1 Who May Hold Leases
- .2 Statements Required to be Submitted ←

3203 - Leasing Terms

- .1 Primary and Additional Terms
- .2 Lease Acreage Limitation
- .3 Consolidation of Leases
- .4 Description of Lands
- .5 Diligent Exploration
- .6 Plan of Operation ←

3204 - Surface Management Requirements; Special
Requirements

- .1 General
- .2 Waste Prevention
- .3 Readjustment of Terms and Conditions
- .4 Reservation to the United States of Oil,
Hydrocarbon Gas, and Helium
- .5 Compensation for Drainage; Compensatory
Royalty
- .6 Patented Lands ←

3205 - Service Changes, Rentals, and Royalties

- .1 Payments
- .2 Service Charges
- .3 Rentals and Royalties
- .4 Rental and Minimum Royalty Liability of
Lands Committed to Cooperative or Unit
Plans ←

3206 - Lease Bonds

- .1 Types of Bonds and Filing
- .2 Termination of Period of Liability
- .3 Operators Bond
- .4 Personal Bond or Corporate Bond
- .5 Nationwide Bond
- .6 Statewide Bond
- .7 Default
- .8 Applicability of Provisions to Existing
Bonds ←

3207 - (Unassigned)

3208 - (Unassigned)

→ 3209 - Geothermal Resources Exploration
Operations

- .1 Notice of Intent and Permit to Conduct
Exploration Operations (Geothermal
Resources)
- .2 Exploration Operations
- .3 Completion of Operations
- .4 Bond Requirements

3210 - Noncompetitive Leases; General

- .1 Availability of Land
- .2 Application
- .3 Determination of Priorities
- .4 Rejections ←

Subject-Function Classification Chart

<p>→ 3211 - Bureau Motion, Lands Previously Leased for Geothermal Resources</p> <ul style="list-style-type: none"> .1 Releasing of Formerly Leased Lands .2 Applications During Simultaneous Filing Periods .3 Insurance of Leases for Unit on Posted List ← <p>→ 3220 - Competitive Leases</p> <ul style="list-style-type: none"> .1 General .2 Nominations .3 Publication of Notice of Lease Sale .4 Contents of Notice of Lease Sale .5 Bidding Requirements ← .6 Award of Lease <p>→ 3230 - Rights to Conversion to Geothermal Leases or Application for Geothermal Leases</p> <ul style="list-style-type: none"> .1 General .2 Qualifications .3 Applications .4 Conversion to Geothermal Leases or Applications for Geothermal Leases ← <p>3240 - Rules Governing Leases</p> <p>→ 3241 - Assignments and Transfers</p> <ul style="list-style-type: none"> .1 Assignments, Transfers, Interests, Qualifications .2 Requirements for Filing of Assignments or Transfers .3 Bonds .4 Approval .5 Continuing Responsibility .6 Production Payments .7 Overriding Royalty Interests .8 Lease Account Status; Requirement .9 Effect of Assignment <p>3242 - Production and Use of Byproducts</p> <ul style="list-style-type: none"> .1 General .2 Production and Use of Commercially Demineralized Water as a Byproduct, Production and Use of Other Sources of Water <p>3243 - Cooperative Conservation Provisions</p> <ul style="list-style-type: none"> .1 Cooperative or Unit Plans .2 Acreage Chargeability .3 Communitization or Drilling Agreements .4 Operating Drilling or Development Contracts or a Combination for Joint Operations <p>3244 - Terminations and Expirations</p> <ul style="list-style-type: none"> .1 Relinquishments .2 Automatic Terminations and Reinstatements .3 Cancellation of Lease for Noncompliance With Regulations or Lease Terms; Notice; Hearing .4 Expiration by Operation of Law .5 Removal of Material and Supplies Upon Termination of Lease ← 	<p>3300 - OUTER CONTINENTAL SHELF LEASING</p> <p>3301 - Leasing Areas</p> <ul style="list-style-type: none"> .1 Leasing Maps .2 Tentative Leasing Schedule .3 Nomination of Tracts <ul style="list-style-type: none"> .31 Factors to Consider .32 Preliminary Natural Resource Reports .33 Issuance of Call for Nominations .34 Receipt and Record of Nominations .4 Selection of Tracts <ul style="list-style-type: none"> .41 Technical Information .42 General Policy .43 General Responsibilities .44 Pre-Tract Selection Guidance .45 Tract Selection Procedures .46 List of Tracts Selected .47 Critique of Tract Selection .48 Ongoing Analyses <p>3302 - Issuance of Leases</p> <p>3303 - Rentals and Royalties</p> <p>3304 - Bonds</p> <p>3305 - Assignments or Transfers</p> <p>3306 - Termination of Leases</p> <p>3307 - Mineral Deposits Affected by Section 6 or Outer Continental Shelf Lands Act</p> <p>3400 - (UNASSIGNED)</p> <p>3500 - LEASING OF MINERALS OTHER THAN OIL AND GAS</p> <p>3501 - Lands Subject to Leasing</p> <p>3502 - Qualification and Requirements</p> <p>3503 - Fees, Rentals, and Royalties</p> <p>3504 - Bonds</p> <p>3505 - Cooperative Conservation Provisions</p> <p>3506 - Assignments or Transfers and Subleases</p> <p>3507 - (Unassigned)</p> <p>3508 - (Unassigned)</p> <p>3509 - Surface Management Requirements for Exploration, Mining, and Reclamation</p> <ul style="list-style-type: none"> .1 Processing Applications, Offers, and Bureau Motion Sales, and Applications for Renewal .2 Processing the Exploration or Mining Plan .3 Bonding Procedures .4 Supervising Operations Under Permits and Leases .5 Suspending Operations, Cancellation for Noncompliance .6 Terminating Leases, Licenses, and Permits .7 Protecting Antiquities <p>3510 - Prospecting Permits (General)</p> <p>3511 - Prospecting Permits</p>
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Subject-Function Classification Chart

- | | |
|--|--|
| 3520 - Preference Right and Competitive Leases | 3606 - Reports and Supervision |
| 3521 - Designation of Lands for Lease and Offer of Land for Lease | 3610 - Mineral Materials Sales |
| 3522 - Continuation of Lease Terms | 3611 - Noncompetitive (Negotiated) Sales |
| 3523 - Relinquishments and Cancellations | 3612 - Competitive Sales |
| 3524 - Special Rights | 3613 - Contracts |
| 3525 - (Unassigned) | 3620 - Free Use |
| 3530 - License to Mine Coal | 3621 - Free Use of Mineral Materials |
| 3540 - Use Permits | 3622 - Free Use of Petrified Wood |
| 3550 - Fractional and Future Interest Leases and Permits | 3700 - MULTIPLE USE; MINING |
| 3560 - Special Leasing Acts | 3710 - Public Law 167; Act of July 23, 1955 |
| 3561 - Gold and Silver in Confirmed Private Land Grants | 3711 - Common Varieties |
| 3562 - Asphalt in Oklahoma | 3712 - Proceedings Under the Act |
| 3563 - Nevada | 3713 - Hearings |
| 3564 - Reserved Minerals in Lands Patented to the State of California for Parks or Other Public Purposes | 3714 - Rights of Mining Claimants |
| 3565 - National Forest Lands in Minnesota | 3720 - Public Law 357; Entry and Location of Source Material Upon Public Lands Valuable for Coal |
| 3566 - Lake Mead Recreation Area | 3721 - Notice of Location |
| 3567 - National Forest Wilderness | 3722 - Report to Geological Survey |
| 3568 - Whiskeytown-Shasta-Trinity National Recreation Area | 3723 - Mineral Patents |
| 3600 - MINERAL MATERIALS DISPOSAL | 3724 - Other Provisions of the Act |
| 3601 - Limitations; Disposal of Mineral Materials | 3730 - Public Law 359; Mining in Powersite Withdrawals |
| 3602 - Trespass | 3731 - Power Rights |
| 3603 - Lands Subject to Mineral Material Disposal | 3732 - Withdrawals Other Than for Powersite Purposes |
| 3604 - Community Pits and Common-Use Sites | 3733 - Risk of Operation |
| 3605 - Surface Management Requirements for Exploration, Mining, and Reclamation | 3734 - Location and Assessment Work |
| .1 Disposal of Mineral Materials | 3735 - Prior Existing Mining Locations |
| .2 Operating Under an Exploration or Mining Plan | 3736 - Mining Operations |
| .3 Bonding Procedures | 3737 - Use |
| .4 Supervising Operations Under Permits and Contracts | 3738 - Surface Protection Requirements |
| .5 Terminating Permits and Contracts | 3740 - Public Law 585; Multiple Mineral Development |
| .6 Protecting Antiquities | 3741 - Claims; Locations and Patents |
| | 3742 - Procedures Under the Act |

Subject-Function Classification Chart

3743 - Hearings	3860 - Mineral Patent Applications
3744 - Claimant's Rights	3861 - Surveys and Plats
3745 - Helium	3862 - Lode Mining Claim Patent Applications
3746 - Fissionable Source Materials	3863 - Placer Mining Claim Patent Applications
3800 - MINING CLAIMS UNDER THE GENERAL MINING LAWS	3864 - Mill Site Patents
3810 - Lands and Minerals Subject to Location	3870 - Adverse Claims, Protests and Conflicts
3811 - Lands Subject to Location and Purchase	3871 - Adverse Claims
3812 - Minerals Under the Mining Laws	3872 - Protests, Contests, and Conflicts
3813 - Disposal of Reserved Minerals Under the Act of July 17, 1914	3873 - Segregation
3814 - Disposal of Reserved Minerals Under the Stockraising Homestead Act	3900 - MINERAL INVESTIGATIONS
3815 - Mineral Locations in Stock Driveway Withdrawals	3910 - Mineral Character Determination
3816 - Mineral Locations in Reclamation Withdrawals	3911 - Types of Mineral Character Determinations
3820 - Areas Subject to Special Mining Laws	3912 - Criteria for Determining Mineral Character of Public Lands; Leasable Minerals
3821 - O. and C. Lands	3913 - Criteria for Determining Mineral Character of Public Lands; Locatable and Salable Minerals
3822 - Lands Patented Under the Alaska Public Sales Act	3920 - Validity Determinations
3823 - Prospecting, Mineral Locations, and Mineral Patents Within National Forest Wilderness	3921 - Preliminary Preparation
3824 - City of Prescott, Arizona, Watershed	3922 - Field Examination
3825 - Papago Indian Reservation, Arizona	3923 - Validity Criteria
3826 - National Park Service Areas	3924 - Contest Procedures
3830 - Location of Mining Claims	3930 - Mineral Patent Applications - Investigations
3831 - Rights to Mineral Lands	3931 - Application Compliance Requirements; General
3832 - Who May Make Locations	3932 - Lode Claims
3840 - Types of Claims	3933 - Placer Claims
3841 - Lode Claims	3934 - Millsites
3842 - Placer Claims	3940 - Project Investigations
3843 - Tunnel Sites	3941 - Procedures
3844 - Mill Sites	3942 - Special Project Investigations
3850 - Assessment Work	3943 - Reimbursable Investigations
3851 - Assessment Work; General	3950 - Special Investigations - Multiple Use
3852 - Deferment of Assessment Work	3951 - Public Law 167
	3952 - Public Law 357
	3953 - Public Law 359
	3954 - Public Law 585

Subject-Function Classification Chart

3960 - Special Investigations - Other

3961 - Bona Fides

3962 - Dummy Locators

3963 - Delinquent Accounts

3964 - (Unassigned)

3965 - Mineral Leasing Investigations

3966 - Mineral Collecting - Recreation Mining

3967 - Building Stone Investigation

3970 - Mineral Evaluations

3980 - Mineral Reports

.1 Preparing Mineral Reports

.2 Technical Review

.3 Action on the Mineral Report

3981 - Technical Reports

3982 - Staff Reports

3990 - Testifying as Expert Witness

3991 - Preparation for Hearing

3992 - Court Demeanor

Subject-Function Classification Chart

4000 - RANGE MANAGEMENT

4100 - GRAZING ADMINISTRATION

4110 - Inside Grazing Districts

4111 - Awards of Grazing Privileges

- .1 Qualifications of Applicants
- .2 Base Property Qualifications and Classification
- .3 Adjudication and Apportionment of Grazing Privileges
- .4 Adjustments of Grazing Privileges

4112 - Management Practices

- .1 Management Considerations
 - .11 Multiple-Use Objectives
 - .12 Requirements
 - .13 Allotments
 - .14 Range Improvements
 - .15 Allotment Management Plans
 - .16 Grazing Management System
 - .17 Management of Rehabilitated Areas
- .2 Designation of Ranges for Particular Kinds of Livestock
- .3 General Rules of the Range
- .4 Subletting of Grazing Privileges
- .5 Southwest Desert Range
- .6 Cheatgrass Ranges
- .7 Mediterranean Annual Ranges

4113 - Supervision and Inspection

- .1 Procedure for Enforcement of Rules and Regulations

4114 - Advisory Boards and Local Associations

- .1 Grazing District Advisory Boards
- .2 State Advisory Boards
- .3 National Advisory Board Council
- .4 Local Associations of Stockmen

4115 - Records and Administrative Procedures

- .1 Records
 - .11 Case Records
 - .12 Grazing Capacity Data
 - .13 Allotment File
 - .14 Dependent Property Surveys
 - .15 Unit Adjudication Records
 - .16 Reports
- .2 Procedures
 - .21 Licenses and Permit Procedures; Requirements and Conditions
 - .22 Transfers and Relinquishments
 - .23 Appeals and Hearings
 - .24 Special Rules for Grazing Districts
 - .25 Range Improvements and Contributions
 - .26 Pledge of Licenses and Permits as Security for Loans

4116 - LU Project Lands

- .1 Transfers from USDA to Interior

4120 - Grazing Administration (Outside Grazing Districts)

4121 - Awards of Grazing Leases

- .1 Qualifications of Applicants
- .2 Adjudication of Applications for Grazing Leases
- .3 Adjustments of Grazing Use

4122 - Management Practices

- .1 Considerations
- .2 Designation of Ranges for Exclusive Use by Specified Grazing Animals
- .3 General Rules of the Range

4123 - Supervision and Inspection

4124 - Local Associations

4125 - Records and Administrative Procedures

- .1 Leasing Procedures; Requirements and Conditions
- .2 Cancellation or Reduction
- .3 Assignment or Relinquishment of Grazing Leases
- .4 Range Improvements and Contributions
- .5 Pledges of Leases as Security for Loans
- .6 Records

4130 - Grazing Administration (Alaska)

4131 - Grazing Leases

- .1 Conditions
- .2 Procedures
- .3 Disposition of Leased Lands
- .4 (Unassigned)
- .5 Protests, Hearings, and Appeals
- .6 Trespass

4132 - Grazing Permits (Reindeer)

- .1 Conditions
 - .14 Rights Reserved: Public Land Laws Applicable
 - .15 Location, Settlement, Entry, and Other Disposition of Lands Included in Grazing Permit; Notice to Permittee of Disposition and Reduction of Permitted Area
- .2 Procedures
- .3 Protests
- .4 Trespass

4133 - Management Plans

4134 - Use Supervision

4135 - Records

4136 - Societies and Associations

4200 - (UNASSIGNED)

4300 - (UNASSIGNED)

Subject-Function Classification Chart

4400 - STUDIES

4410 - Management Studies

- 4411 - Basic Requirements
 - .1 Plant Ecology
 - .2 Plant Physiology
 - .3 Plant Taxonomy
 - .31 Plant Symbols and Names

4412 - Physical Resource Studies

- .1 Resource Inventories
- .2 Range Studies
- .3 EROS

4413 - Allotment Management Plan Evaluation

- .1 Interrelationship of Studies
- .2 Management Evaluation
- .3 Evaluation Conclusions
- .4 Subsequent Evaluation
- .5 Record Keeping and Filing

4414 - Special Studies

4415 - Information and Results

- .1 Physical Resources
- .2 Economics
 - .21 Principles and Theories
 - .22 Methods and Techniques
 - .23 Fees and Charges
 - .24 Ranch Analyses
 - .25 Livestock Industry Analyses
 - .26 Resource Tenure
 - .27 Economic Analyses

4500 - (UNASSIGNED)

4600 - UNAUTHORIZED USE

4700 - WILD, FREE-ROAMING HORSE AND BURRO MANAGEMENT

4710 - Management Principles

4711 - Management Coordination

- .1 Recommendations from the Joint National Advisory Boards on Wild Free-Roaming Horses and Burros
- .2 State Agencies
- .3 Cooperative Agreements
- .4 District Advisory Boards

4712 - Management Consideration

- .1 Management; General
 - .11 Planning
 - .12 Intensity of Management
 - .13 Habitat Reservation and Allocation
 - .14 Management Tools and Techniques
- .2 Establishment of Specifically Designated Ranges or Herd Management Areas
 - .21 Designation
 - .22 Criteria for Designation
 - .23 Management Plan
- .3 Removal and Relocation of Animals
 - .31 Method of Capture
 - .32 Relocation of Animals
 - .33 Disposal
 - .34 Acts of Mercy
 - .35 Disposal of Carcasses
- .4 Animals on Private Lands
 - .41 Allowing Animals on Private Lands
 - .42 Active Maintenance of Animals on Private Lands
 - .43 Removal of Animals from Private Lands

→ 4713 - Protection of Wild Free-Roaming Horses and Burros in the Identification and Removal of Claimed and Trespass Horses and Burros

- .1 General
- .2 Action on Claims
- .3 Action in Absence of Claims
- .4 Disposal of Unclaimed Trespass Horses and Burros
- .5 Records and Filing

4714 - Enforcement Provisions

- .1 Arrest
- .2 Penalties
- .3 Related Prohibitions and Penalties

4800 - AUTOMATIC DATA PROCESSING

Subject-Function Classification Chart

5000 - FOREST MANAGEMENT	5214 - Photo Interpretation
5010 - Interagency Cooperation	5215 - Field Procedures
5020 - Other Cooperation	5216 - Processing of Inventory Data
5030 - Major Projects	5217 - Special Reports
5040 - Sustained Yield Units and Cooperative Agreements	5220 - Studies and Analyses
5041 - Annual Productive Capacity	5230 - Forest Modeling
5042 - Master Units	5240 - Allowable Cut Planning
5043 - Sustained-Yield Forest Units	5250 - Intensive Forest Inventories
5044 - Cooperative Sustained-Yield Agreements	5260 - Timber Depletion and Statistics
5045 - Exchanges	5300 - TIMBER MEASUREMENTS
.1 O. and C. Timberlands	5310 - Cruising
.2 Public Domain Timberlands	5311 - Techniques
5050 - Exports and Imports	5312 - Form Class
5051 - Exports-Imports Canada	5313 - Volume Tables
5052 - Exports-Imports Japan	5314 - Log Grades
5053 - Exports-Imports Other Nations	5315 - Lumber Yields
5060 - Field Studies	5320 - Scaling
5061 - Silviculture	5330 - Conversions
.1 General	5340 - Data Processing
.2 Reforestation	5350 - Recovery Studies
.3 Precommercial Thinning	5360 - Reports and Statistics
.4 Commercial Thinning	5400 - SALES OF FOREST PRODUCTS
.5 Fertilization	5401 - Advertised Sales
.6 Genetics	5402 - Other Than Advertised Sales
.7 Harvesting	5403 - Lands Considered Withdrawn or Classified for Power Purposes
.71 Logging Techniques	5410 - Annual Timber Sale Plan
.72 Effects of Logging on Other Forest Resources	5411 - Preparation of Plan
5100 - FOREST MANAGEMENT PLANS	.1 Factors in Development of Plan
5110 - Timber Management Plans	.2 Development and Use of Plan
5111 - Stand Surveys	5420 - Preparation For Sale
5112 - Preparation and Content	.1 Timber
5113 - Format	.2 Minor Forest Products
5114 - Review and Approval	5421 - Sale Layout
5115 - Revisions and Updating	.1 Plan
5120 - Revisions	.2 Supervision
5130 - Timber Access Plans	.3 Boundaries
5140 - Reports and Statistics	.4 Designating Forest Products To Be Sold
5200 - FOREST MANAGEMENT PROGRAM DEVELOPMENT	.5 Sale Area Mapping
5210 - Extensive Forest Inventories	5422 - Volume Measurements
5211 - Unit Determination	5423 - Appraisal
5212 - Design Criteria	
5213 - Photography	

Subject-Function Classification Chart

- 5424 - Preparation of Contract and Exhibits
 - .1 Contract File Organization
 - .2 Advertised Sales
 - .3 Cash Sale of Vegetative Resources
 - .4 Nonadvertised Sales
 - .5 Contract Numbering Procedure
- 5430 - Advertisement
 - .1 Advertising Requirements
 - .2 Timber Sale Notice
 - .3 Timber Sale Prospectus
- 5440 - Conduct of Sales
 - .1 Sale Procedures
- 5441 - Advertised Sales
 - .1 Qualifications of Bidders
 - .2 Withdrawal of Tract From Advertising
- 5442 - Bidding Procedures
- 5443 - Ninety-Day Sales
 - .1 Provisions for 90-Day Sales
 - .2 Special Advertising Procedures
 - .3 Accepting Bids
 - .4 Declaring High Bidder
 - .5 Withdrawal of Sale
- 5444 - Non-Advertised Sales
- 5445 - Post-Sale Actions
 - .1 Declaration of High Bidder
 - .2 Confirmation of High Bid
 - .3 Reports
- 5450 - Award of Contract
 - .1 Pre-Award Qualifications of High Bidder
 - .2 Failure of High Bidder to Qualify
 - .3 Record of Qualifying Information
- 5451 - Performance Bonds
 - .1 Types
 - .2 Computation of Amount of Bond
 - .3 Level of Bonding
- 5452 - Methods of Payment
 - .1 Applicability
 - .2 Cash Payments
 - .3 Installment Payments
- 5453 - Letter of Award
 - .1 Preparation of Letter
 - .2 Time Limit for Returning Signed Contract
 - .3 SBA Set-Aside Sales
- 5454 - Execution of Contract
 - .1 Determining Acceptability of Executed Contract
 - .2 Right of Appeal
 - .3 SBA Road Loan Application
- 5455 - Approval of Contract
 - .1 Processing Properly Executed Contract
- 5460 - Sales Administration
- 5461 - Contract Payment
 - .1 Cutting or Logging Progress Reporting
 - .2 Receipt of Payments
- 5462 - Contract Inspection
 - .1 Delegated Representative
 - .2 Inspection Frequency
 - .3 Inspection Report
 - .4 Inspecting Records
 - .5 Instructions to Purchaser
 - .6 Scale Sales
- 5463 - Expiration of Time for Cutting and Removal
 - .1 Prior Notice
 - .2 Extension of Time
- 5470 - Contract Modification - Extension - Assignment
- 5471 - Contract Modification
- 5472 - (Unassigned)
- 5473 - Extension of Time For Cutting and Removal
 - .1 Application
 - .11 Letter Content
 - .2 Evaluation
 - .21 Rejection of Request
 - .22 Approval of Request
- 5474 - Contract Assignment
 - .1 Conditions
 - .2 Method of Assignment
 - .3 Performance Bond
- 5480 - Contract Violation, Suspension, Cancellation, Termination
- 5481 - Contract Violation
 - .1 Damage to Reserve Timber
 - .2 Fire Damage
 - .3 Damage to Utilities and Improvements
 - .4 Nonperformance
- 5482 - Suspension of Contract
 - .1 Reasons for Suspending Operations
 - .2 Failure to Remedy
- 5483 - Cancellation of Contract
 - .1 Method
 - .2 Determination of Damages
- 5484 - Termination of Contract
 - .1 Timeliness
 - .2 Termination Actions
- 5500 - NON-SALE DISPOSALS
 - .1 Free-Use Permits

Subject-Function Classification Chart

5510 - Free Use of Timber	→ 5720 - Site Productivity Improvement ←
5520 - Free Use of Other Forest Products	5721 - Fertilization
5600 - SILVICULTURAL PRACTICES	5730 - Genetic Improvements
5610 - General Silvicultural Applications	5740 - Stand Improvement
5611 - Lodgepole Pine	→ 5741 - Precommercial Thinning
.1 Silvical Information	5742 - Commercial Thinning
.2 Collecting Timber Stand Data	5750 - Stand Conservation ←
.3 Growth and Yields	
.4 Stand Management Guides	
.5 Harvesting	
.6 Regeneration	
.7 Reducing Hazards	
5612 - Ponderosa Pine	
.1 Management Considerations	
.2 Silvicultural Considerations	
.3 Present Timber Stand Situation	
.4 Young Growth Management Consideration	
.5 Yield Projections	
5613 - Engelmann Spruce	
.1 Management Considerations	
.2 Present Timber Stand Situation	
.3 Yield Predictions	
.4 Young Growth Management Considerations	
.5 Site Preparation	
.6 Engelmann Spruce Harvesting	
.7 Injurious Agents	
5620 - (Unassigned)	
5630 - Cutting Methods	
5640 - Logging Methods	
5650 - Multiple-Use Relationships	
5700 - FOREST DEVELOPMENT	
5701 - (Unassigned)	
5702 - Funding	
5703 - Records and Annual Reports	
5704 - (Unassigned)	
5705 - Regeneration Stocking Surveys	
5710 - Reforestation	
5711 - Site Preparation	
5712 - Tree Seed	
5713 - Tree Seedlings	
5714 - Seeding	
5715 - Planting	
5716 - Protective Measures	
→ 5717 - Release Treatments ←	

Subject-Function Classification Chart

6000 - OUTDOOR RECREATION

6001 - Reports

6002 - Evaluations

6003 - Multiple-Use Coordination

6004 - Cooperative Relations

6005 - Training

6006 - Research

6100 - INVENTORY, EVALUATION, AND PLANNING

6110 - Extensive Phase Inventory

6111 - Quality Evaluation of Recreation Use Opportunities

6112 - Visitor-Use Analysis (Extensive Phase)

6113 - Usability Evaluation

6120 - Intensive Phase Inventory

6121 - Recreation Resource Inventory

6122 - Detailed Quality Evaluation

6123 - Detailed Visitor-Use Analysis

6124 - Demand Analysis

6125 - Hazards Inventory and Analysis

6126 - Undesirable Features Inventory and Evaluation

6127 - Climatic Factors Inventory and Evaluation

6128 - Recreation Facilities Inventory and Evaluation

→ 6129 - Environmental Education Areas Inventory ←

6130 - Criteria for Selection and Establishment of Natural, Cultural, and Recreational Areas

6131 - Selection of Natural Areas

- .1 Research Natural Areas
- .2 Outstanding Natural Areas
- .3 Pristine Areas
- .4 Wild and Scenic Rivers
- .5 National Natural Landmarks
- .6 Environmental Education Areas
- .7 Scenic Areas
- .8 Open Space Areas

6132 - Selection of Cultural Areas

- .1 Research Cultural Areas
- .2 Historical Areas
- .3 Archeological Areas
- .4 Other Cultural Areas
- .5 Historic National Landmarks
- .6 Historic Trails and Routes

6133 - Selection of Recreational Areas

- .1 National Recreation Areas
- .2 Recreation Lands
- .3 Winter Sports Areas

.4 Water Sports Areas

.5 Collecting Areas

.6 Specialized Activity Areas

.7 Development Areas

.8 Recreation Roads and Trails

.9 Hunting and Fishing Areas

6140 - Recreation Carrying Capacity Evaluation

6150 - Visual Resource Planning

6151 - Delineation of Management Units

6152 - Assigning Quality Standards

6153 - Writing Management Prescriptions

6160 - Recreation Management Planning

6161 - Bureauwide Recreation Management Plan

6162 - State Recreation Management Plan

6163 - District Recreation Management Plan

6164 - Resource Area Recreation Management Plan

6165 - Specific Area Recreation Management Plan

6170 - Detailed Recreation Plans

6171 - Visitor Management Plan

- .1 Protection
- .2 Services
- .3 Facilities
- .4 Control

6172 - Resource Protection Plan

6173 - Commercial Facilities and Services Plan

→ 6190 - Nationwide Recreation Plan ←

6200 - RECREATION MANAGEMENT

6210 - Environmental Protection

6211 - Recreation Environmental Analysis

6212 - Recreation Environmental Statements

6220 - Protection and Preservation of Natural Values

6221 - Primitive Areas

6222 - Scenic Corridors - Buffer Zones

6223 - Wild and Scenic Rivers

6224 - (Unassigned)

6225 - Natural Areas

6226 - National Natural Landmarks

6227 - Caves

6230 - Preservation and Protection of Historic and Cultural Values

6231 - Antiquities

Subject-Function Classification Chart

- | | |
|--|--|
| 6232 - Historic Sites | 6295- Operation of Off-Road Vehicles |
| 6233 - National Historic Landmarks and Registers | 6296 - Monitoring Off-Road Vehicle Use |
| 6234 - Paleontological Values | 6500 - WILDLIFE MANAGEMENT |
| 6240 - Special Management Areas | 6501 - Reports |
| 6241 - Recreation Lands | 6502 - Evaluations |
| 6242 - National Recreation Areas | 6503 - Advisory Board Wildlife Members |
| 6243 - Scenic Roads and Parkways | 6510 - Multiple-Use Coordination |
| 6244 - National Scenic Areas | 6511 - Wildlife-Engineering |
| 6245 - National Conservation Areas | .1 General Coordination |
| 6250 - Recreation Access | .11 Multiple-Use Design |
| 6251 - (Unassigned) | .12 Cooperation |
| 6252 - (Unassigned) | .2 Specific Coordination |
| 6253 - Scenic Easements | .21 Roads and Trails |
| 6254 - National Trails System | .22 Water Structures |
| 6255 - Other Trail Systems | .23 Recreation Sites |
| 6260 - Visitor Management | .24 Other |
| 6261 - Rules for Visitor Use of Developed Recreation Sites | .3 Implementation |
| 6262 - Visitor Health and Safety | .31 Coordinating Project Proposals |
| 6263 - Recreation Fees and Permits | .32 Reviewing and/or Resolving Conflicts |
| 6264 - Recreation Signs | 6512 - Wildlife-Forest Management |
| 6265 - Ranger Force | .1 General Considerations |
| 6266 - Enforcement of Recreation Regulations | .2 Wildlife Management Considerations |
| 6267 - Monitoring Recreation Use | .3 Fish Management Considerations |
| 6268 - Other Agency Programs | 6513 - Wildlife-Lands |
| 6270 - Recreation Development | 6514 - Wildlife-Minerals |
| 6271 - Standards and Procedures for Development | 6515 - Wildlife-Protection |
| 6272 - Investment in Outdoor Recreation | 6516 - Wildlife-Range Management |
| 6273 - Transfer of Responsibility | 6517 - Wildlife-Recreation |
| → 6274 - Developed Recreation Sites ← | 6518 - Wildlife-Soil and Watershed Management |
| 6280 - Recreation Interpretive Services | 6520 - Cooperative Relations |
| 6290 - Off-Road Vehicles | 6521 - State Agencies |
| 6291 - Use of Off-Road Vehicle Areas | .1 Wildlife Agencies |
| 6292 - Designation of Off-Road Vehicle Areas | .11 State-BLM Memorandum of Agreement |
| 6293 - (Unassigned) | .12 Studies and Plans |
| 6294 - Management of Off-Road Vehicle Use | A. Habitat Surveys |
| | B. Game Population Surveys |
| | C. Reconciling Conflicts |
| | .13 Habitat Improvement Projects |
| | A. Cooperative Agreements |
| | .14 BLM-State Coordinated Programs |
| | .15 Law Enforcement |
| | .2 Schools |
| | .21 Cooperative Wildlife or Fisheries Research Units |
| | .22 Universities |
| | .3 State Health Departments |
| | .4 State Highway Departments |
| | .5 Special Interstate Commissions |

Subject-Function Classification Chart

- 6522 - Federal Agencies
 - .1 Department of the Interior
 - .11 Bureau of Sport Fisheries and Wildlife
 - .12 National Park Service
 - .13 Bureau of Outdoor Recreation
 - .14 Bureau of Reclamation
 - .15 Bureau of Indian Affairs
 - .16 Intra-Departmental Pesticide Working Group
 - .17 Geological Survey
 - .18 Federal Water Quality Administration
 - .2 Department of Agriculture
 - .21 Forest Service
 - .22 Soil Conservation Service
 - .3 Department of Defense
 - .31 Army Corps of Engineers
 - .4 Department of Transportation
 - .41 Bureau of Public Roads
 - .5 Federal Power Commission
 - .51 Unlicensed Power Developments
 - .6 Interagency Committee on Water Resources
 - .7 Department of Commerce
 - .71 National Marine Fisheries Service
 - .72 National Oceanic and Atmospheric Agency
 - .8 Environmental Protection Agency
 - .9 Council on Environmental Quality
- 6523 - Nongovernmental
 - .1 Private Wildlife and Conservation Organizations
 - .2 Professional Societies
- 6524 - Research
- 6600 - WILDLIFE HABITAT MANAGEMENT SYSTEM
 - 6601 - Species Life History and Habitat Requirements
 - 6610 - Wildlife Inventory
 - .1 Species Identification, Segment 1
 - .2 Wildlife Life Histories and Habitat Requirements, Segment 2
 - .3 Wildlife Habitat Inventory, Segment 3
 - .4 Wildlife Habitat Area Designation and Delineation, Segment 4 ←
 - 6620 - Habitat Management Plans
 - .1 Procedure
 - .2 Plan Components
 - 6630 - Big Game Studies
 - 6631 - Requirements
 - .1 Selecting Study Areas
 - .2 Maps
 - .3 Sampling
 - .4 Analysis
 - 6632 - Preparatory Information
 - .1 General
 - .2 Game Herd
 - .3 Livestock Management
 - .4 Other Land Uses
 - .5 Meteorological Conditions
 - .6 Habitat Losses
 - 6633 - Field Procedure
 - .1 General
 - .2 Training
 - .3 Reconnaissance
 - .4 Indicators
 - .5 Map Data
 - .6 Vegetation Data
 - .7 Site Selection
 - 6634 - Inspection Methods
 - .1 Selection of the Method
 - .2 Stand Composition
 - .3 Browse Analysis
 - .4 Soil Stability
 - .5 Animal Concentration
 - 6635 - Habitat Condition and Trend
 - .1 Determination
 - .2 Classification
 - .3 Standards
 - .4 Records
 - .5 Application to Management
 - 6640 - Upland Game Bird Studies
 - 6650 - Migratory Game Bird Studies
 - 6660 - Small Mammal Studies
 - 6670 - Aquatic Studies
 - .1 Criteria for Conducting Aquatic Studies
 - .2 Habitat Condition
 - .3 Standards and Requirements
 - .4 Planning the Study
 - .5 Field Data Collection
 - .6 Reporting and Storing Data ←
 - 6671 - Stream Surveys
 - .1 Stream Survey Methods
 - .2 Planning and Preparation
 - .3 Recording Data ←
 - 6672 - Lake and Reservoir Surveys
 - 6673 - Spawning Fish Surveys
 - 6674 - Water Analysis for Fisheries
 - 6675 - Preparation of Biological Samples
 - 6676 - Aquatic Food Studies for Fisheries
 - 6680 - Non-Game Studies
 - 6700 - HABITAT MANAGEMENT AND DEVELOPMENT
 - 6701 - Project Planning
 - 6710 - Land Treatment
 - 6711 - Vegetation Control
 - .1 Mechanical
 - .2 Chemical
 - .3 Biological
 - .4 Burning
 - 6712 - Artificial Revegetation
 - .1 Seeding
 - .2 Planting

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- 6720 - Water Development
 - 6721 - Reservoirs
 - .1 Wildlife Habitat Consideration
 - .11 Aquatic--Minimum Requirements
 - .12 Terrestrial--Minimum Requirements
 - .2 Methods Used for Wildlife Habitat Improvement
 - .21 Bird Ramps and Floating Devices
 - .22 Fencing
 - .23 Water Trough and Pipeline
 - .24 Seeding and Transplanting
 - .25 Riprapping
 - .26 Silt Pond
 - .27 Buffer Strips
 - .3 Site
 - .31 Site Determination
 - .32 Staff Training
 - .33 Staff Review
 - .34 Agency Cooperation
 - .35 Biological Survey
 - .36 Reservoir Uses
 - .4 Financial
 - .41 District Funds
 - .42 Cooperative Funds-
 - .5 Maintenance
 - 6722 - Springs
 - 6723 - Water Catchments
 - 6724 - Wells
 - 6725 - Supplemental Water Facilities
 - 6730 - Protection Facilities
 - 6731 - Fences
 - 6732 - Wildlife Passes
 - 6733 - Study Inclosures and Exclosures
 - 6740 - Wetland Management and Development
 - 6750 - Lake and Reservoir Management and Development
 - 6760 - Stream Management and Development
 - 6761 - Stream Planning
 - .1 Preparation for Stream Improvement
 - .2 Considerations
 - .3 Plan of Operation
 - 6762 - Stream Management
 - .1 Applicability
 - .2 Stabilizing the Watershed
 - .3 Water Quality
 - .4 Spawning Areas
 - .5 Holding, Resting, and Rearing Areas
 - .6 Migration of Fish
 - .7 Stranding of Fish
 - .8 Chemical Treatment
 - 6763 - Stream Improvement Construction
 - .1 Preliminary Determinations
 - .2 Drop Structures, Weirs, Dams, and Boulders
 - .3 Artificial Spawning, Holding, and Rearing Areas
 - .4 Stream Protection and Bank Stabilization
 - .5 Other Structures
 - 6770 - Upland Management and Development
 - 6780 - Estuarine and Costal Management
 - 6800 - POPULATION MANAGEMENT
 - 6801 - Responsibilities
 - .1 State
 - .2 Federal
 - 6810 - Regulations and Harvest
 - 6811 - Hunting and Fishing Regulations
 - .1 Recommendations
 - .2 Enforcement
 - 6812 - Hunting and Fishing Surveys
 - .1 Harvest Data
 - .2 Recreation Use
 - 6820 - Wildlife Introduction and Transplants
 - 6821 - Native Game
 - 6822 - Exotic Game
 - 6823 - Fish
 - 6824 - Non-Game
 - 6830 - Non-Game Wildlife Control
 - 6831 - Predator Control
 - 6832 - Rodent Control
 - 6833 - Bird Control
 - 6840 - Rare and Endangered Species

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7000 - WATERSHED MANAGEMENT

7100 - GUIDELINES FOR WATERSHED CONSERVATION AND DEVELOPMENT PROGRAM ACTIVITIES

7110 - Multiple-Use Coordination

- .1 BLM Activities
- .2 Non-BLM Programs

7120 - Maintenance

7130 - Pest and Weed Control

- .1 Pest Control
- .2 Noxious Weed Control
- .3 Phreatophyte Control

7140 - Contributions and Participation

7141 - Private

7142 - Advisory Boards

7143 - Other

7150 - Water Management

7151 - Water Utilization and Development

- .1 Classes of Water Use
- .2 Multiple-Use Considerations
- .3 Inventories of Water

7152 - Water Quality

- .1 Standards of Water Quality
- .2 Sources of Degradation
- .3 Guidelines for Water Quality Management

7153 - Water Yield

- .1 Managing Watersheds for Water Yield
- .2 Managing Watersheds for Other Objectives

7154 - Water Rights

- .1 Acquisition for BLM Programs
- .2 Acquisition for Cooperative Programs on National Resource Lands
- .3 Maintaining a Record of Water Rights
- .4 Action on Private Applications

7160 - Soils Management

7161 - Soils Inventories and Surveys

- .1 Bureau Soil Inventories
- .2 Cooperative Soil Surveys
- .3 Coordination
- .4 Programming for Soil Inventories

7162 - Soil Interpretations

- .1 Management Interpretations
- .2 Coordination
- .3 Training

7170 - Erosion Control

- .1 Wind Erosion and Dust Abatement
- .2 Water Erosion
- .3 Mass Movement

7180 - Disturbed Area Restoration

7200 - WATERSHED C&D PROGRAM ACTIVITIES

7210 - Soil and Watershed Conservation

- .1 S&W Functions

7220 - Range Improvement

7230 - Contributed (Cooperative Agreement)

7240 - Fire Rehabilitation

- .1 Burned Area Evaluation and Rehabilitation

7250 - Other BLM Special Projects

- .1 Frail Lands
- .2 Special Projects

7260 - Related (Cooperative)

7261 - Department of Agriculture

- .1 Public Law 566
- .2 Resource Conservation and Development
- .3 Agricultural Conservation Program
- .4 Great Plains
- .5 Forest Service
- .6 Soil Conservation Service
- .7 Agricultural Research Service - Plant Pest Control Division

7262 - Department of the Interior

- .1 Bureau of Reclamation
- .2 Geological Survey

7263 - Other Federal Agencies

7264 - Soil (And Water) Conservation Dist.

- .1 SCD Boards

7265 - State Agencies

- .1 State Wildlife Agency

7266 - Private (Sec. 4 & 15, Alaska, & O. and C. Permits)

7300 - PROCEDURES

7310 - Inventories and Interpretations

7311 - Geology

7312 - Soils

- .1 Soil Inventory Procedures
- .2 Management Interpretations
- .3 Special Inventories
- .4 Sampling and Analysis
- .5 Training

7313 - Cover

- .1 Hydrologic Function
- .2 Cover Classes
- .3 Inventory Procedures
- .4 Interpretation of Data

7314 - Climate

7315 - Surface-Water Hydrology

- .1 Hydrology for Use in Watershed Planning

7316 - Ground-Water Hydrology

- .1 Investigations, Evaluations, and Studies
- .2 Data Collection and Subsurface Information
- .3 Sources of Information
- .4 Ground Water Recharge

7317 - Erosion

- .1 Erosion Susceptibility and Condition
- .2 Erosion Rates
- .3 Sediment Yield

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- 7318 - Water Quality
 - .1 Investigations
 - .2 Remedial Actions
- 7319 - Special Situations
 - .1 Storm and Flood Damage
 - .2 Burned Areas and Flood Threats
 - .3 Other
- 7320 - Analyses and Plans
- 7321 - Conservation Needs
- 7322 - Watershed C&D System
 - .1 Inventory, Analysis, and Priority Criteria
- 7323 - Watershed Plans
 - .1 Hydrologic Watershed
 - .2 Special Areas (RCA's, etc.)
- 7330 - (Unassigned)
- 7340 - Reports
- 7350 - Job Supervision
- 7360 - Job Inspection
- 7370 - Job Maintenance
- 7380 - Research and Studies
- 7381 - Inventory of Research Need
 - .1 Scope of Watershed Needs
 - .2 Determination of Research Priorities
- 7382 - Proposals
- 7383 - Studies
- 7384 - Enclosures (Study Plots, etc.)
- 7385 - Evaluation of Results
- 7400 - PRACTICE STANDARDS AND TECHNIQUES
 - 7410 - Land Treatment
 - .1 Need for Land Treatment
 - .2 Selection of Land Treatment
 - .3 Planning
 - .4 Implementation
 - .5 Equipment
 - 7411 - Brush and Weed Control
 - .1 Mechanical
 - .2 Chemical
 - .3 Biological
 - .4 Prescribed Burning
 - .5 Pinyon-Juniper Control
 - 7412 - Watershed Tillage
 - .1 Contour Furrowing and Trenching
 - .2 Ripping
 - .3 Pitting
 - .4 Terracing
 - 7413 - Seeding (See 1510.1.7104 seed testing; 1511.42W seed purchasing; 1312.62 stores inventory)
 - .1 Seeding
 - .2 Planning
 - .3 Seed
 - .4 Application
 - .5 Protection
 - 7414 - Tree and Shrub Planting
 - .1 Planning
 - .2 Implementation
 - 7415 - Stabilization
 - .1 Roads and Trails
 - .2 Mined Areas
 - .3 Dunes
 - .4 Other
 - 7416 - Fertilization and Soil Conditioners
 - 7420 - Water Management and Development
 - 7421 - Water Developments
 - .1 Planning
 - .2 Implementation
 - .3 Types of Developments
 - 7422 - Water Control Structures
 - .1 Planning
 - .2 Dams and Dikes
 - .3 Waterspreading
 - 7423 - Springs
 - 7424 - Pipelines
 - 7425 - Water Storage Facilities
 - .1 Water Catchments
 - .2 Pit Reservoirs
 - .3 Storage Tanks
 - 7430 - Resource Use and Protection Facilities (See 9170 Water Control and Related Structures, and 9172 Drawings and Specifications)
 - 7431 - Fencing
 - 7432 - Cattleguards
 - 7433 - Trails
 - 7434 - Corrals
 - 7435 - Boundary Posting
 - 7500 - IMPLEMENTING ACTIVITIES
 - 7510 - Specialized Equipment
 - 7520 - Seed Harvesting

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9000 - TECHNICAL SERVICES

9100 - ENGINEERING

9110 - Transportation Systems

- .1 Planning, Maps, and Standards
- .2 Roads and Trails Inventory
- .3 Bridge Inventory
- .4 Road Ranking System
- .5 Compliance with National Environmental Policy Act

9111 - Air Facilities

- .1 Airports
- .2 Heliports
- .3 Landing Fields

9112 - Bridges

9113 - Roads

- .1 Route Selection
- .2 Standards

9114 - Trails

- .1 Route Selection
- .2 Standards
- .3 Design
- .4 Plans, Specifications, and Estimates
- .5 Construction
- .6 Inspection
- .7 (Unassigned)
- .8 (Unassigned)
- .9 Maintenance

9120 - Communications

9121 - Radio Communication Operating Standards

- .1 Introductory Information
- .2 Radio Operators
- .3 Radio Communication Records
- .4 Radio Call Signs
- .5 Identification of Radio Stations
- .6 Calling and Answering Procedures
- .7 Twenty-Four Hour Clock
- .8 Language and Conversation

9122 - Radio Frequency Authorizations

- .1 General Information
- .2 Frequency Planning and Utilization
- .3 Application for Radio Frequency Authorizations
- .4 Standards for Radio Frequency Authorizations

9123 - Radio Communication Systems Planning

- .1 Basic Considerations
- .2 Radio Communication Station Sites

9124 - Radio Communication Equipment

- .1 Quality Standards of Radio Communication Equipment
- .2 Equipment Design Data
- .3 Equipment Specifications
- .4 Equipment Contracts
- .5 Equipment Replacement

9125 - Radio Communication Facilities Design

- .1 Facilities Design

9126 - Radio Communication Construction

9127 - Radio Communication Equipment Maintenance

- .1 Maintenance Procedures
- .2 Maintenance Record
- .3 Inspection and Maintenance of Tower Lighting

9130 - Signs and Posters

9131 - Standards and Specifications

- .1 Bureau Emblem
- .2 Standard Sign Shapes
- .3 Specifications
- .4 Signing Program
- .5 Sign Procurement

9132 - Road Signs

- .1 Roads

9133 - Management Signs

9134 - Small Metal Signs and Posters

9135 - Safety Signs and Posters

- .1 Types
- .2 Location of Signs
- .3 Procurement

9136 - Special Signs

9137 - Maintenance

9140 - Equipment Development

9141 - Planning

9142 - Cost and Rate Studies

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9144 - 9146 (Unassigned)	.1 Mineral Surveys
9147 - Maintenance Considerations	.2 Protractions
9150 - Buildings, Utilities, and Recreation Development	.3 Supplemental Plats
9151 - Buildings	.4 U.S. Surveys
9152 - Designing Recreation Facilities	.5 Small Tract Surveys
.1 Site Data	.6 Exchange Surveys
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.6 Review and Approval of Projects	9186 - Group Files
.7 Inspection of Construction	9187 - Outer Continental Shelf
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9161 - Map Symbols	.4 Fire Training
9162 - Training	.5 Safety
9163 - Photogrammetric Services	.6 Research and Development
.1 Aerial Photography	.7 Fire Analysis
.2 Aerial Triangulation	.8 Job Standards
.3 Engineering Project Plan Maps	.9 Inspections
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.1 Earth Resources Observation Satellite	.1 Reduction of Hazards
9170 - Water Control and Related Structures (See 7420 for Water Management)	.2 Reduction of Risks
9171 - Site Plans and Planning	.3 Information and Education
9172 - Drawings and Specifications	.4 Investigation
9173 - Studies and Hydrology	.5 Law Enforcement
9174 - Design Criteria	.6 Plans
9175 - (Unassigned)	9213 - Presuppression
9176 - Construction	.1 Preparedness
9177 - Maintenance	.2 National Fire Danger Rating System
9180 - Cadastral Surveys	.3 Fire Weather
.1 Interpretation of Survey Records	.4 Activation and Man Placement
.11 Meridians	.5 District Fire Plans
9181 - Original Surveys	.6 State Fire Plans
.1 State Selection Surveys	.7 Dispatching
9182 - Resurveys	.8 Fireguard System
	9214 - Suppression
	.1 Organization and Management
	.2 Cloud Seeding
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	.4 Damage Appraisal
	.5 Restoration of Fire Lines
	9215 - Prescribed Burning
	.1 Plans
	.2 Operations
	.3 Appraisal of Results
	.4 Reports

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.2 Property Management	9243 - Hazard Inventory and Control
.3 Disposal	9244 - Accident Prevention
9217 - Cooperation	9245 - Search and Rescue
.1 Agreements and Contracts	9246 - Tort Claims
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.3 Western Fire Coordination Center	9248 - Training and Studies
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.1 Daily Fire Report	9250 - Special Area Protection
.2 Weekly Fire Report	9251 - Preservation of Antiquities
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.4 Individual Fire Report	9300 - APPRAISAL
.5 Fire Statistical Reports	9301 - Appraisal Standards
9219 - Committees and Meetings	9310 - Appraisal Process
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.2 Program Planning	9324 - Data Files
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.1 Guidelines for Conducting Pest Control Programs	.4 Multiple Occupancy Rights-of-Way
9223 - Mechanical Pest Control	9332 - Minimum Value Rights-of-Way
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.1 Appraisal Concept	9421 - Office of Aircraft Services
.2 Values	
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.2 Established Guidelines and Schedules	
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9501 - Role of Economics in Resource Management

9510 - Economic Principles and Theory

9511 - Principles of Economics

9512 - Uses and Limitations

9513 - Fundamentals of National Economic Policy

9514 - Economics of Conservation

9515 - Economics of Multiple Use

9516 - Land Resource Economic Theory

9520 - Methods of Economic Analysis

9521 - Benefit-Cost Analysis

- .1 Characteristics, Uses, and Limitations of Economic Evaluation
- .2 Developing the Benefit-Cost Analysis-Principles and Concepts
- .3 Evaluating Livestock Forage Benefits
- .4 Evaluating Watershed Benefits
- .5 Evaluating Commercial Timber Benefits
- .6 Evaluating Outdoor Recreation Benefits

9522 - Cost-Effectiveness Analysis

- .1 Evaluation Principles
- .2 Evaluation Standards
- .3 Analyzing Watershed Conservation Projects

9523 - Input/Output Analysis (Leontief)

9524 - Operations Analysis

9525 - Regional Analysis

9530 - Techniques of Economic Analysis

9531 - Marginal Analysis

9532 - Budgeting

9533 - Mathematical Programming

9534 - Simulation

9535 - Analytical Statistics

9536 - Mathematics of Finance

- .1 Discounting
 - .11 General
 - .12 Compound Interest and Annuity Tables

9540 - Guides for Studies

9541 - Scientific Method

9542 - Study Approaches

- .1 Case Studies
- .2 Surveys
- .3 Historical and Descriptive Statistics

9550 - Base Studies and Projections

9551 - Area

- .1 International
- .2 National
- .3 Regional
- .4 State
- .5 District
- .6 Planning Unit

9552 - Industry

- .1 Minerals
- .2 Livestock
- .3 Wildlife
- .4 Timber
- .5 Water
- .6 Recreation
- .7 Land

9560 - Research and Specific Studies

9561 - Economic Research

- .1 Committees

9562 - Economic Studies

- .1 Individual Resources or Resource Groups
 - .11 Minerals
 - .12 Range
 - .13 Wildlife
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United States Department of the Interior

BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

May 16, 1973

Instruction Memo No. 73-203

~~Expires 12/31/73~~ 6-30-74

To: AFO's

From: Director

Subject: Wild Free-Roaming Horse and Burro Management

This memorandum summarizes and updates all previous instructions, memorandums, and messages on the Bureau's responsibilities and interim procedures relative to administration of PL 92-195 pending adoption of regulations by the Secretary and approved BLM Manual instructions.

The Act of December 15, 1971 (16 U.S.C. 1331-1340, PL 92-195), places wild free-roaming horses and burros on national resource lands under the jurisdiction of the Secretary of the Interior through the Bureau of Land Management. General provisions of the Act provide for:

1. protection
2. removal
3. private maintenance
4. recovery of privately owned domestic horses
5. an advisory board
6. cooperative agreements with private, State, and local groups
7. penalty for violating the provisions of the Act
8. arrest of violators
9. relocation of wild horses or burros
10. reporting

Current actions being taken by the Bureau include:

1. Preparation of the final environmental impact statement.
2. Preparation of the final regulations.
3. Preparation of a model cooperative agreement to be executed by the State Directors and the State officials administering the State branding and estray laws. This will provide the criteria for adjudicating claims in accordance with Section 5 of the Act.
4. Preparation of the BLM Manual release relative to wild free-roaming horse and/or burro management.

Pending issuance of the above policies and procedures the following policies and directives are to be strictly followed:

1. Jurisdiction. The Act defines "wild free-roaming horses and burros" as all unbranded and unclaimed horses and burros on the public lands. Therefore, assume that all unbranded horses or burros which utilize national resource lands as any part of their habitat and not covered by a current license, permit or lease are "wild free-roaming horses or burros" until claimed and proven otherwise. All lands on which the Bureau of Land Management has direct or joint administration of the surface (excluding Exchange-of-Use, BLM Manual 4115.21A6) are considered national resource lands for the purposes of this Act. If you have any doubts about a particular tract of land you should request an opinion from this office.

2. Inventory. Inventory of horses and burros utilizing national resource lands as all or a part of their habitat should be made as soon as manpower and funds are available. Extreme care should be exercised that you do not classify these animals as wild free-roaming horses and/or burros at this time because they may fall into one or more of the following categories:

- A. Branded and/or unbranded horses or burros under license, lease, or permit.
- B. Branded and/or unbranded claimed animals in trespass.
- C. Branded and/or unbranded abandoned animals.
- D. Wild free-roaming animals.

An inventory of wild free-roaming horses and/or burros and the habitat they occupy will be required after the claiming process has been completed in an area or planning unit to provide data for the Bureau's Planning System and management decisions.

3. Claims and removal of privately owned horses and/or burros. Only horses and/or burros currently authorized under license, lease or permit can be removed from national resource lands pending further notice. The district manager must analyze each situation and be assured that only horses or burros actually authorized by license or lease are removed upon request or as licenses or leases expire.

If the authorized horses or burros are unbranded, written authorization from the district manager will be required prior to gathering and removal of these animals from national resource lands. The authorization will stipulate any conditions the district manager deems appropriate in addition to the following stipulations:

- A. An affidavit by the licensee, lessee or permittee asserting ownership and willingness to defend title to the unbranded animal.
- B. After unbranded animals have been gathered they must be inspected by State official responsible for State branding and stray laws and a copy of the certificate provided the DM.
- C. Adequate notice to DM of gathering plans so gathering operation can be supervised to assure humane treatment and care in handling.

In cases where the requests to gather authorized unbranded horses or burros are in areas which may be occupied by wild free-roaming horses or burros (that is, unbranded and unclaimed horses and burros) the following procedure is required:

- A. The district manager will not issue authorization to gather the animals until:
 - (1) A public notice and/or press release of the intent to gather and remove the animals has been published in the local newspaper and/or posted at other locations and provided individuals as the district manager deems appropriate.
 - (2) Public reaction to the notice is analyzed and appropriate actions taken to accommodate the public interest. Examples of actions which may be appropriate include public meeting, tour of the area, and the opportunity for the public to observe the gathering operations.

4. Authorizing domestic horse or burro use. Until regulations and instructions are published no increase in authorized use for domestic horses or burros will be allowed on national resource lands. Any application to activate long standing nonuse for cattle, sheep, or goat use should be reviewed carefully to determine the compatibility with wildlife and wild horse or burro forage which may be required and to protect the natural ecological balance.

The district manager should consider the desirability of placing a stipulation on future horse and burro grazing authorizations which would require the animals to be branded if the area of use is in or near areas where the authorized animals may become mixed with known or suspected wild free-roaming horses and/or burros.

5. Requests to remove wild horses or burros from private lands. Section 4 of the Act requires removal of wild horses and burros from private lands if requested by the landowner. Such requests should be accommodated under the following conditions:

- A. The private lands are located in "open range" areas under the State statutes and are enclosed in a "legal fence" or some other natural barrier exists which will keep the animals from returning to the private land. A "legal fence" for this purpose is one which complies with State standards and specifications.
- B. The private lands are located in "no fence districts" or other areas where the private landowner is not required by State statute to fence the private land to protect it from trespass by domestic livestock.

6. Violations of the Act. Section 8 of the Act provides authority for fine and imprisonment for certain actions and violations. Subsection (b) of Section 8 provides arrest authority to designated employees. Until designations have been made, Bureau employees do not have this authority and should not attempt to arrest alleged violators. If an employee sees or is told of a violation he should record as much information as is readily available regarding the circumstances of the violation. Try to obtain time of day, date, location, names of violators, names of witnesses, license numbers, or other identification. Turn this information over to the nearest office of the U.S. Attorney through the State Director. Do not attempt to gather or collect physical evidence unless it is likely to be destroyed before it can be examined in the field by the U.S. Attorney.

Each State Director should take appropriate steps to publicize the existence of this Act and indicate what actions (Section 8) are prohibited.

All general time and expenditures connected with wild horses and burros should be coded to project B000. Direct expenses connected with the functions of the National Wild Horse and Burro Advisory Board are coded to project B001.

Until further notice do not: construct facilities for wild horses and burros; round up or relocate any wild horses or burros (except as in paragraph 5, above); implement any wild horse or burro management plans; or designate any specific wild horse or burro ranges. Any actions taken adjacent to or near a national forest should be coordinated closely with the appropriate Forest Service office.

Unusual situations not covered by this memorandum should be brought to the attention of the Director (330) for further advice.

Burt Lillock

WASHINGTON OFFICEWASHINGTON OFFICE (CONT)

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530	DIV. OF PERSONNEL		
531	BRANCH OF EMPLOYMENT		

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UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release

4-49

Date

10/23/73

Subject 4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

1. Explanation of Material Transmitted: This release provides procedures for the claiming and removal of trespass horses and burros for unauthorized grazing on the national resource lands.
2. Reports Required: None.
3. Material Superseded: None.
4. Filing Instructions: After the attached sheets have been filed as directed, this Transmittal Sheet may be discarded.

REMOVE

None

INSERT

4713

(Total: 22 sheets)

Ed Hanley

Associate Director

Acting

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- .04 Responsibility
- .05 Definitions
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4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Illustrations

1. Affidavit and Claim of Ownership of Horses or Burros on Public Lands (Form 4710-1)
2. Acknowledgement of Claim of Ownership of Horses or Burros and Decision of the District Manager (Form 4710-2)
3. Authorization to Gather Claimed Horses and Burros (Form 4710-3)
4. Notice of Closure (Form 4710-4)
5. Notice of Sale of Impounded Horses and Burros (Form 4710-5)
6. Notice to Owners of Impounded Horses and Burros (Form 4710-6)
7. Bill of Sale of Impounded Horses or Burros (Form 4710-7)
8. Horse and Burro Claims Record (Form 4710-8)
9. Suggested Format for Cooperative Agreement Between the [State] Livestock Board and the Bureau of Land Management
10. Suggested Format for Information Plan - Wild Horse and Burro Management

.01 Purpose. The purpose is to provide procedures for:

A. Filing of ownership claims for horses and burros found grazing on national resource lands without authorization.

B. Determining validity of ownership claims.

C. Processing of ownership claims.

D. Removing of such animals when claims are found to be valid.

.02 Objectives. The objectives are to assure that wild horses and burros are provided adequate forage opportunities by:

A. Identifying and removing validly claimed trespass horses and burros from the national resource lands.

B. Removing other trespass horses and burros for which a claim has not been filed.

.03 Authority. (See BLM Manual 4710.03.)

.04 Responsibility.

A. Director and Associate Director. (See BLM Manual 4710.04A.)

B. Chief, Division of Range. (See BLM Manual 4710.04B.)

C. State Directors and District Managers as authorized officers are responsible for:

1. Coordinating the development of valid ownership criteria with appropriate State and Federal agencies.

2. Assuring adequate public participation in the claiming process.

3. Consulting with the Field Solicitor on all matters relating to the claiming, recovering, and sale of trespass animals.

4. Complying with the provisions of this Manual section.

.05

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

.05 Definitions.

A. Trespass horses or burros:

1. Unauthorized animals, either branded or unbranded, grazing on public lands and described in a valid claim. They may be further divided into:

- a. Those removed after proper authorization.
- b. Those not removed after proper authorization.
- c. Those removed without authorization.

2. Unclaimed, branded animals grazing on public lands.

3. Branded or unbranded animals abandoned upon public lands after December 15, 1971.

.06 Policy. It is Bureau policy that public participation techniques be fully utilized to acquaint the public with the regulations and procedures relating to the claiming of trespass horses and burros. A public participation plan and schedule must be prepared by the Director's Office, each State Director, and each District Manager covering the claiming process. (See Illustration 10 for a format of a public information and participation plan.)

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

.1 General. 43 CFR 4713.1(b) states:

"The gathering or rounding up of unbranded horses or burros on the public lands where any of such animals are not in fact authorized to be on the public lands pursuant to a grazing license, permit, lease, or other authorization, is prohibited without written notice from the authorized officer. Also prohibited without written notice from the authorized officer, is the gathering or rounding up of unauthorized branded horses or burros where the branded animals are, or may become, intermingled with wild free-roaming horses or burros, or where the gathering or round up is likely to involve or affect wild free-roaming horses or burros."

All authorized officers must assure that the above statement is complied with.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

.2 Action on Claims.

.21 Filing of Ownership Claims. Ownership claims are filed with the District Manager on Affidavit and Claim of Ownership of Horses or Burros on Public Lands, Form 4710-1, supported by valid proof of ownership, as outlined below (see Illustration 1).

A. State-BLM Cooperative Agreements. State Directors must attempt to develop cooperative agreements with the State agency, or agencies, responsible for branding and estray laws, detailing criteria for valid proof of ownership (see Illustration 9).

1. Field Solicitor. Cooperative agreements should be coordinated with the responsible Field Solicitor.

2. Forest Service. Since the Forest Service (USDA) plays a substantial role in the management of wild horses and burros, it is desirable to include them in the formulation and execution of the agreement, even though they may not be a party to the agreement. It is essential that procedures relating to ownership criteria and claiming be identical between the FS and BLM in each State.

B. Other Ownership Criteria. In the absence of a State-BLM cooperative agreement, the District Manager, with the Field Solicitor's advice, must determine criteria for valid ownership. Such ownership evidence may include:

1. Bill of sale meeting State legal requirements, fully describing the claimed animal(s).

2. Valid inspection certificate issued by the State on a previous occasion, fully describing the animal(s), which clearly identifies claimant's ownership.

3. Valid brand exemption certificate issued on a previous occasion, fully describing the animal(s), which clearly identifies claimant's ownership.

4. Tax receipt identifying the claimant as having paid personal property tax on the claimed animal(s).

5. Common knowledge that the animal(s) claimed is (are) progeny of a mare, or mares, owned by the claimant.

.22 District Manager's Decision. Based on the above criteria, the District Manager determines validity of claim and notifies the claimant on Acknowledgement of Claim of Ownership of Horses or Burros and Decision of the District Manager, Form 4710-2 (see Illustration 2). This form must be served personally or sent by certified mail, return receipt requested.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

.23 Claiming Schedule. District Manager formulates a schedule for the removal of horses or burros for which claims have been validated. The schedule must conform to overall District planning priorities and cause minimum disturbance to wild free-roaming horses or burros. Another consideration is the grazing authorization expiration date for domestic horses and burros.

.24 Public Meetings. Meetings should be held with the public, claimant(s), and other interested parties to coordinate plans and dates for gathering and removal of owned animals from specific areas.

.25 Gathering Authorization. District Manager issues claimant Authorization to Gather Claimed Horses and Burros, Form 4710-3, in accordance with the claiming schedule (see Illustration 3). Authorization must specify gathering techniques, noting that gathering will be authorized on public lands only, unless cooperative agreements or other arrangements have been executed with private landowners.

.26 Trespass Charges. Assess in accordance with 43 CFR 9239.3. Charges must be determined on a case-by-case basis taking into account individual circumstances and data available.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

.3 Action in Absence of Claims.

.31 Closure. If the District Manager determines there are horses or burros on the public lands which fall into one or more of the following categories, he may request that the State Director close the area to grazing by domestic horses and burros (see 43 CFR 9239.3):

- branded, but unclaimed
- branded and claimed, but not gathered
- branded or unbranded, abandoned after December 15, 1971

A. Notice of Closure. State Director prepares Notice of Closure, Form 4710-4, if he concurs with the District Manager's request (see Illustration 4).

B. Publication of Notice. Notices should be published sufficiently in advance of the closure date to allow claimants to file ownership claims. Notices must be published in a local newspaper and posted in the District Office, at the county courthouse, and in a post office near the closure area.

C. Coordination. Coordinate closures with District claiming schedule to allow impoundment of trespass animals at the same time claimed animals are to be gathered. Notify authorized grazing licensees and permittees in the closure area, by regular mail, of closure, prior to publication of the Notice of Closure. If practical, closures should be coordinated with the grazing authorization expiration date of horses and burros licensed or permitted to use the area.

.32 Impoundment. After the closure period, specified in the Notice of Closure, horses and burros may be impounded as follows.

A. Determining Location of Trespass Animals. It must be determined that trespass horses and burros are on public land, or lands under formal cooperative agreement with other landowners, at the time impoundment action is taken.

B. Impoundment Facilities. Corrals, fences, etc., should be located or temporarily constructed on lands owned by the Federal Government, unless formal arrangements have been made for the use of private facilities. In all instances impoundment facilities must be adequate to handle animals as humanely as possible.

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BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

C. Care and Handling of Impounded Animals.

1. Preventing Injury. Care must be taken to prevent injury to horses and burros during roundup and impoundment. Sufficient help should be available to assure adequate handling. If animals are seriously injured or die during impoundment, extent of injury or exact cause of death must be documented.

2. Marking. In some cases it may be helpful to dye-mark impounded animals for identification in the event of loss or for future reference.

3. Feeding. Impounded animals must be adequately fed and watered during impoundment.

4. Security. Provide reasonable security during the impoundment period to prevent harm and unauthorized removal.

D. Ownership Determination. Ownership of impounded horses and burros should be determined jointly by the authorized officer and a State brand inspector. The brand inspector should provide the authorized officer written verification of his identification. Horses and burros determined to be wild and free-roaming must be released on public lands.

1. Trespass Charges. Privately owned horses and burros are considered to have been in trespass and may not be released until a proper trespass charge has been determined by the authorized officer in accordance with the provisions of 43 CFR 9239.3.

.4 Disposal of Unclaimed Trespass Horses and Burros.

.41 Repossession.

A. Redeemed by Their Owners. (See 43 CFR 4713.2(b)&(c))

.42 Transfer. Unclaimed trespass horses or burros may be turned over to the appropriate State or local official pursuant to State branding and estray laws.

.43 Disposal by Sale. Impounded animals not claimed or transferred may be offered for sale, subject to the following.

A. Notification of Sale.

1. Public Notice. Authorized Officer prepares Notice of Sale of Impounded Horses and Burros, Form 4710-5, (see Illustration 5) assuring concurrent issuance as follows:

a. Publish in local newspapers. Care should be taken to assure that notification is published in as many newspapers as possible to inform likely owners. Since many newspapers are published weekly, it is necessary to know the schedule of each newspaper to arrange for simultaneous publication.

b. Post notice in county courthouse for the county, or counties, involved and in the District Office.

c. Post notice in post office(s) which service the area involved by the impoundment.

d. Post additional notices in other public meeting places as appropriate.

2. Private Notice. Notify known owners of public sale, using Notice to Owners of Impounded Horses and Burros, Form 4710-6 (see Illustration 6). This notice must be served in person, or sent by certified mail, return receipt requested.

B. Conduct of Sale. All animals not redeemed by the date and time set for sale are to be sold at public auction.

1. Price Determination. The authorized officer must establish a minimum sale price for each animal. This price must be no less than impoundment costs, unless such costs exceed fair market value for the animal.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL OF
OF CLAIMED AND TRESPASS HORSES AND BURROS

2. Auction. Animals are to be auctioned individually. If the minimum sale price is not received, animals may be reoffered for sale at progressively lower prices.

3. Payment. Payment must be in cash, money order, or cashier's check, payable to the Bureau of Land Management. Personal checks are not acceptable. All payments are to be deposited to account number 142299 (Sale of Miscellaneous Products and By-Products Not Otherwise Classified).

4. Transfer of Ownership. Bill of Sale of Impounded Horses or Burros, Form 4710-7, must be issued to the buyer of impounded animals (see Illustration 7).

.44 Other Disposal. If unclaimed horses and burros cannot be sold or released to State agencies using the above procedures, such livestock may be condemned and disposed of in the most humane manner possible.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

.5 Records and Filing. Copies of all documents issued under this section, together with copies of State brand inspector reports, must be filed in the District Office. Horse and Burro Claims Record, Form 4710-8, is maintained as a summary for all claims within the District (see Illustration 8).

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Affidavit and Claim of Ownership of Horses
or Burros on Public Lands

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

AFFIDAVIT AND CLAIM OF OWNERSHIP OF HORSES
OR BURROS ON PUBLIC LANDS

1. I hereby claim ownership to the following described ☒ horses ☐ burros on public lands
2. Give number of animals claimed 6
3. Give description of each animal, including color, markings or brands, and factors indicating tameness such as gelded, or broken to a rope or saddle (attach additional sheets, if necessary)
1 roan gelding - branded C-W
4 black geldings - branded C-W
1 bay mare - 6 years old - unbranded with white star on forehead - broke to bridle and saddle - picture attached of this horse in home corral 2 years ago
4. Give location of animals on public lands
a. Geographic description
West of Bagge road - south of I-80.
b. Legal description if surveyed
5. Explain circumstances (including relevant dates) under which the animals entered or were introduced onto public lands
Gate let open last fall during antelope hunting season - horses strayed on to public land
6. Give location of lands where animals were kept prior to entry or introduction onto public lands
at my home ranch just east of Wamsutter in a fenced pasture.

I hereby swear that the above information is true; that the above-described animals are owned by me; and that I will gather and remove them only upon receiving written authorization from the Bureau of Land Management. (Affidavit must be signed in presence of a Notary Public.)

State of Wyoming

C. G. Weaver
(Signature of Owner)

Submitted to and sworn to before me this 27 day of
August, 19 73

Betty J. Cullimore
(Notary Public)

[SEAL]

My commission expires June 30, 19 75

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

INSTRUCTIONS

Claimant submits one (1) copy to District Office in which the lands are located.

All six (6) items must be completed in full. Additional pages may be used, if necessary.

(Use reverse, if necessary)

Form 4710-1 (August 1973)

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Acknowledgement of Claim of Ownership of Horses
or Burros and Decision of the District Manager

Form 4710-2
(October 1973)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Date September 6, 1973

Mr. C. A. Weaver
Box 204
Wamsutter, Wyoming 82311

☒ Certified #092856
☐ Registered
Return Receipt Requested

ACKNOWLEDGEMENT OF CLAIM OF OWNERSHIP OF HORSES OR BURROS
AND DECISION OF THE DISTRICT MANAGER

Your claim of animals filed on *Affidavit and Claim of Ownership of Horses or Burros on Public Lands* (Form 4710-1)
was received in this office on (date) August 28, 1973

☒ Your claim as submitted is acceptable. Authorization to gather and remove the animals claimed will be issued
later in accordance with the District Claiming Schedule.

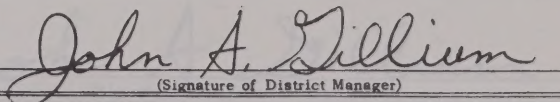
THIS IS NOT AN AUTHORIZATION TO GATHER AND REMOVE CLAIMED ANIMALS*

☐ Your claim as submitted is rejected for the following reason(s):

- ☐ Claim form is not complete
☐ Claim does not constitute adequate proof of ownership

If your claim has been rejected for the lack of adequate proof of ownership and you have no further evidence to
support your claim, you have the right of appeal to the Board of Land Appeals, Office of the Secretary, within
thirty (30) days from date of receipt of this decision, in accordance with the regulations in 43 CFR Part 1840
(see enclosed *Information on Taking Appeals to the Board of Land Appeals* (Form 1842-1)). However, if an appeal
is to be taken, the notice of appeal must be filed in the above office (*not the Board*) so that the case file can be
transmitted to the Board. To avoid summary dismissal of the appeal, there must be strict compliance with the
regulations.

* Persons attempting to remove unbranded horses or burros
from the public lands without authorization are subject
to prosecution under PL 92-195.


(Signature of District Manager)

DISTRICT FILES

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Authorization to Gather Claimed Horses and Burros

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

INSTRUCTIONS

District Office prepares original and
one (1) copy. Mail original to claimant
retain copy in District Office file.

Mr. C. A. Weaver
Box 204
Wamsutter, Wyoming 82301

AUTHORIZATION TO GATHER CLAIMED HORSES AND BURROS

This is your authorization to gather animals described on the *Affidavit and Claim of Horses or Burros on Public Lands*
(Form 4710-1) submitted on (date) August 28, 1973

Authorization is void without full compliance of the following stipulations

1. Animals will be gathered from the following-described land Red Desert Planning Unit, Badger Creek Allotment - All of that area South of Interstate 80 and West of State Highway 789 in T. 38 N., R. 87 W., Sections 8, 9, 10, 11, 12, 13, 14, 15, and 17.
2. The method of gathering will be using saddle horses and confining the animals for inspection at the A-A Corrals in Section 16, T. 38 N., R. 87 W.
3. Duration of authorization and period when animals *must* be gathered is from month, October day, 1 year 1973, to month, October day, 31 year 1973.
4. Animals will be corralled and held for inspection by the Authorized Officer and State Brand Inspector at the A-A Corral. Mr. Floyd Jenkins has provided written permission for the use of his private facilities for the corraling of these horses.
5. Animals claimed *must* be inspected by a State Brand Inspector and an inspection report issued in accordance with State law prior to removal from the facility described-above. A copy of the State Brand Inspector's report will be provided the Authorized Officer.

Sept 18, 1973 John A. Gilliam
(Date) (Signature of Authorized Officer)

(Continued on reverse)

Form 4710-3 (October 1973)

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Authorization to Gather Claimed Horses and Burros

6. Special Stipulations:

- (a) Public Law 86-234 prohibits the use of aircraft or motorized vehicles to roundup wild free-roaming horses.
- (b) Any unbranded and unclaimed horses that are gathered with the claimed horses will be turned back onto national resource lands after inspection by the State brand inspector and authorized officer.
- (c) All horses gathered will be handled in a humane manner.
- (d) Any trespass animals not redeemed by the owners will be turned over to the appropriate State agency, or sold at public sale, or condemned and destroyed as provided for by the regulations of the Secretary of the Interior (43 CFR 9239.3).

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Notice of Closure

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTICE OF CLOSURE

WHEREAS, a number of ☒ horses ☐ burros are making unauthorized use of public lands within the (District)
Rawlins, (County) Carbon, State of Wyoming; and

WHEREAS, these animals are consuming forage needed for permitted or licensed livestock, wild free-roaming horses
and burros, and wildlife.

NOW THEREFORE, by virtue of the authority vested in the Secretary of the Interior by the Act of June 28, 1934
(43 U.S.C. 315a-315r), as amended, the Act of December 15, 1971 (16 U.S.C. 1331-1340), and other authorities, the
following order is issued for occupancy, use, protection, and administration of the (District) Rawlins,
Bureau of Land Management:

CLOSURE FOR THE GRAZING OF HORSES AND BURROS

1. The area designated below is hereby closed for the period of 5 months :
Lone Tree grazing allotment enclosed by a boundary fence and including the following
described national resource lands; all of Townships 41, 42, and 43 North, Ranges 96,
97, and 98 West, 6th Prin. Mer. Private holdings within this area are closed under
cooperative agreement executed with the private landowners.
Month October day 1, year 1973 through month Feb., day 28, year 1973 to grazing by horses
or burros, with the exception of those horses or burros in the immediate possession of, or being used for such pur-
poses as riding, pack, or draft animals by persons traveling over public land.
2. Unauthorized horses and burros grazing on the above-described area may be gathered and removed only upon written
authorization from the District Manager whose office is at Rawlins, Wyoming.
3. Officials of the Bureau of Land Management are hereby authorized to dispose of, in the most humane manner, those
animals found making unauthorized use of the area described above in violation of this order 10 days
after publication. Any horse or burro not redeemed by the owners will be turned over to the appropriate State
agency, or sold at public sale, or condemned and destroyed as provided for by the regulations of the Secretary of
the Interior (43 CFR 9239.3)

September 14, 1973

(Date of Publication)

(Signature of State Director)

Instructions: State Office prepares Notice and makes suitable print machine copy for posting and for State Office and District Office.
File in File # _____ contain a letterhead transmittal and a copy of the Notice.

Form 4710-4 (October 1973)

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Notice of Sale of Impounded
Horses and Burros

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTICE OF SALE OF IMPOUNDED
HORSES AND BURROS

Place issued

Rawlins, Wyoming

District

Rawlins

Date October 31, 1973

Notice is hereby given that animals described below were found trespassing on lands belonging to the United States within the (District) Rawlins, Bureau of Land Management. Said animals were impounded at Red Desert, on October 26, 1973.

DESCRIPTION OF ANIMALS IMPOUNDED

KIND(s)	BRAND(s)	KIND(s)	BRAND(s)
Horses			
3 black mares	h		
1 sorrel mare	(S)		
2 bay geldings	H		

Said animals will be offered for sale at public auction to highest bidder at Red Desert, Wyoming, at 10 ☒ a.m. ☐ p.m. on November 9, 1973, unless the same be redeemed by the owners thereof before the time set for the sale. Before the owner will be permitted to redeem and regain possession of the animals claimed, he must pay to the Bureau of Land Management the expenses incurred in the gathering, impounding, pasturing, and advertising thereof.

Any animals not redeemed by the owners will be turned over to the appropriate State agency, or sold at public sale, or condemned and destroyed as provided for by the regulations of the Secretary of the Interior (43 CFR 9239.3).

Further information regarding the redemption or sale of the above-described animals may be obtained from the District Manager at

356 North Main Street
Rawlins, Wyoming 82301

John A. Gilliam
(Signature of District Manager)

Instructions: District Office prepares an original and three carbon copies for posting. Return original in District Office with all other forms when not reported.

Form 4710-5 (October 1973)

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Notice to Owners of Impounded
Horses and Burros

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Place issued Rawlins

District Rawlins

Date October 29, 1973

Mr. A. M. King
Rural Route 1
Sinclair, Wyoming 08742

☒ Certified 060844
☐ Registered
Return Receipt Requested
Number

NOTICE TO OWNERS OF IMPOUNDED HORSES AND BURROS

Notice is hereby given that animals described below and which appear to belong to you were found trespassing on lands belonging to the United States within the (District) Rawlins, Bureau of Land Management. Said animals were impounded at Red Desert, Wyoming, on October 26, 1973.

DESCRIPTION OF ANIMALS IMPOUNDED			
KIND(s)	BRAND(s)	KIND(s)	BRAND(s)
Horses			
2 bay geldings	H		

Said animals will be offered for sale at public auction to the highest bidder at Red Desert, Wyoming at 10, ☒ a.m. ☐ p.m. on November 9, 1973, unless the same be redeemed by the owners thereof before the time set for the sale. Before the owner will be permitted to redeem and regain possession of the animals claimed, he must pay to the Bureau of Land Management trespass charges and expenses incurred in the gathering, impounding, pasturing, and advertising thereof.

Any animals not sold at public sale will be turned over to the State or sold at private sale or condemned and destroyed as provided for by the Regulations of the Secretary of the Interior (43 CFR 9239.3).

Further information regarding the redemption or sale of the above-described animals may be obtained from the District Manager at

356 N. Main Street
Rawlins, Wyoming 82301

John A. Gilliam
(Signature of District Manager)

Instructions: District Office prepares an original and one (1) copy. Original is sent by certified mail, return receipt requested, or served in person to owner of animals. Copy is retained for District records.

Form 4710-6 (October 1973)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

District
Rawlins

☒ Horses ☐ Burros

HORSE AND BURRO CLAIMS RECORD

DATE	ANIMAL (number)	WHERE GATHERED	BRAND INSPECTION REPORT NUMBER	OWNER	REMARKS
10/25/73	6	A-A corral	Wyoming #4639	C. A. Weaver Wamsutter, Wyoming	branded C-W Trespass charge paid in full
10/29/73	2	Red Desert	Wyoming #4647	A. M. King Sinclair, Wyoming	branded -H Trespass charge paid in full

Instructions: District Office prepares form listing all unauthorized horses or burros removed from public lands.
Original retained in District Office file.

Form 4710-8 (October 1973)

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS
Horse and Burro Claims Record

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Suggested Format for Cooperative Agreement Between the
[State] Livestock Board and the Bureau of Land Management

I. Purpose

This cooperative agreement between the [State] Livestock Board, hereinafter referred to as the Board, and the Bureau of Land Management, hereinafter referred to as the Bureau, is for the purpose of identifying joint responsibilities of each agency toward the implementation and administration of the 1971 Wild Free-Roaming Horse and Burro Act, 16 U.S.C. §§ 1331-1340 (1970 Supp.), hereinafter referred to as the Act, and the regulations embodied in 43 CFR Part 4700, Wild and Free-Roaming Horse and Burro Management, hereinafter referred to as the regulations, within the State of _____.

II. Objectives

The Bureau is charged by the Act and the regulations to manage, protect, and control wild free-roaming horses and burros on Bureau administered lands under its jurisdiction, and private land under cooperative agreement. The Board is charged with the responsibility for validating and processing claims of ownership of branded and unbranded animals pursuant to the State branding and estray laws, and the proper disposal of animals pursuant to the livestock sanitation laws, within the State of _____.

THEREFORE, it is the mutual desire of the Board and Bureau to work in harmony for the common purpose of planning, implementing, and administering the applicable State and Federal laws to accomplish the management, protection, and control of wild free-roaming horses and burros within the State of _____ and provide maximum service with minimum adverse effect on resources and the environment.

III. Authority

The Board is authorized to determine claims of ownership under State law with Federal agencies pursuant to _____ State laws (_____ Stat., Secs. _____).

The Bureau is authorized to enter into cooperative agreements with State agencies concerning the management and protection of wild free-roaming horses and burros, and the management, use and protection of the public lands under the provisions of the Wild Horse Act of December 15, 1971, 16 U.S.C. §§ 1331-1340 (1971 Supp.), the Taylor Grazing Act, 43 U.S.C. §§ 315-315r (1970), and other authorities.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Suggested Format for Cooperative Agreement Between the
[State] Livestock Board and the Bureau of Land Management

IV. Resource Planning System

The Bureau's resource planning system produces guidelines and decisions for management of the resources on Bureau administered lands. Since wild free-roaming horses and burros can be affected by decisions which are produced by the planning system, it is essential that information, data, viewpoints, and cooperation be obtained from the Board. The Board, can also benefit from similar consultation with the Bureau. IT IS THEREFORE AGREED:

A. Wild Free-Roaming Horses and Burros. "Wild free-roaming horses and burros" shall mean all unbranded and unclaimed horses and burros which have used lands administered by the Bureau on or after December 15, 1971, or do hereafter use these lands as all or part of their habitat. Unbranded, claimed horses and burros, when the claim is found to be erroneous, are also considered as wild and free-roaming if they meet the criteria above. However, this definition shall not include any horse or burro introduced onto Bureau administered lands on or after December 15, 1971, by accident, negligence, or willful disregard of private ownership.

B. Board. The Board will participate, to the extent allowed by other program commitments, in planning system meetings called to review management plans and proposals, and offer recommendations regarding wild horse and burro management and other management alternatives. The Board recognizes the Bureau's jurisdiction over wild free-roaming horses and burros, including those that stray from Bureau administered lands or are privately maintained as provided in the Act and the regulations.

C. Bureau. All resource information gathered by the Bureau during the inventory and public participation phases of the planning effort will be available for review by the Board. To the extent allowed by program commitments, the Bureau will assist the Board as requested in providing data beneficial to the Board's planning efforts.

1. Claims to Animals

The Act (16 U.S.C. §§ 1331-1340), and the Secretary's regulations thereunder (43 CFR Part 4700), provide that persons may recover unbranded animals where they can show proof of ownership under the State estray laws.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Suggested Format for Cooperative Agreement Between the
[State] Livestock Board and the Bureau of Land Management

Therefore, in order to properly conform to such provisions and to provide harmony between the State and Federal agencies in recognizing those persons who have legitimate claims to animals, otherwise thought to be wild and free-roaming, it is mutually agreed that the following procedures **must** be followed:

a. Written claims will be accepted by the Bureau's authorized officer.

(1) The claimant must submit with his claim a sworn affidavit asserting ownership to the claimed animals and indicating a willingness to defend title and setting forth the following:

(a) Number of animals claimed.

(b) Full description of each of the claimed animals including factors indicating tameness such as animal being gelded, or broken to rope or saddle.

(c) Date and circumstances animals entered upon the open range.

(d) Location of relevant private or leased lands where animals were kept prior to the entry on open range.

(e) Any other information the claimant deems relevant.

(2) Other ownership evidence, when available, will be submitted with the claim. This may include:

(a) A bill of sale fully describing the claimed animal(s) and which meets all State legal requirements for a bill of sale, or

(b) A valid inspection certificate, issued by the Board for some previous occasion, which fully describes the animal(s) and which clearly identifies the animal(s) as belonging to the claimant, or

(c) A valid brand exemption certificate, for some previous occasion, which fully describes the animal(s) and which clearly identifies the animal(s) as belonging to the claimant.

If the claimant is unable to satisfy (a), (b), or (c) above, the Board may consider other appropriate indicia of ownership which may include, but is not limited to; whether the claimant has paid personal property tax upon the claimed animal(s); or whether the animal(s) is the known progeny of a mare owned by the claimant.

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL
OF CLAIMED AND TRESPASS HORSES AND BURROS

Suggested Format for Cooperative Agreement Between the
[State] Livestock Board and the Bureau of Land Management

b. Upon receipt of the written claim and supporting information, the Bureau's authorized officer must meet with the Board's representative and jointly review the information submitted by the claimant. Based upon this review, the Board must certify in writing to the authorized officer as to whether the claimant meets the State ownership requirements.

(1) If State ownership requirements have been met, the Bureau's authorized officer must issue written authorization to the claimant setting forth the terms and conditions for gathering the animals. The Bureau's authorized officer and the Board's representative may participate in and supervise roundups directed by the Bureau to assure compliance with State laws and regulations.

(2) After animals are gathered, they must be inspected by the Bureau's authorized officer and Board representative, and upon satisfaction of ownership and determination of any trespass charges, the animals must be turned over to the claimant. Unclaimed animals, showing evidence of abandonment, such as unregistered brands, tattoos, or tags, must be turned over to the Board to be handled under State estray procedures. Wild free-roaming animals must be returned to the open range.

2. Disposal of Animals

Pursuant to the Act and regulations, the Bureau may direct the disposal of animals. Prior to disposal, the Bureau must consult with the Board regarding disposal of animals except in acts of mercy requiring immediate action. The Board must review any proposed disposal and make recommendations concerning the method of destruction and the method of disposing of destroyed animals, in accordance with State laws concerning humane treatment of animals and public health and sanitation.

Horses or burros known to be infected with certain communicable or infectious diseases such as swamp fever and sleeping sickness must be disposed of by the Bureau in the most humane manner after consultation with the Board. In the event of potential disease epidemic in a wild horse and burro herd, the Bureau must consider recommendations and guidance of the Board to minimize the potential and to dispose of infected and exposed animals.

3. Violations; Enforcement

In the event of alleged or known violations of the Act, the Bureau must contact the Board to validate the ownership status of the animal(s) involved according to the criteria set forth in this agreement. The Board may be requested to assist in enforcement proceedings where wild free-roaming horses or burros are involved.

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Suggested Format for Cooperative Agreement Between the
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4. Property Damage

The Board may be requested to assist the Bureau in investigation of alleged property damage inflicted by wild free-roaming horses or burros. Assistance must include, but may not be limited to, establishment of the ownership status of animals.

V. Administrative Matters

A. Annual Meeting

The Board and the Bureau must meet jointly at least once annually to discuss matters relating to the planning, coordination, and implementation of the Act and regulations pertaining to management of wild horses on or affecting the Bureau administered lands and provide for other meetings as necessary.

B. Other Agreements

The local representatives of both agencies may enter into supplemental or specific agreements to accomplish the purpose of this agreement.

C. Transporting Horses and Burros

Horses and burros must be transported from Bureau administered lands in accordance with rules and regulations of the Board and the Bureau.

D. Funding Obligations

Nothing in this agreement shall be construed as obligating either party hereto in the expenditure of funds.

E. Restrictions

No member or delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this agreement, or to any benefit which may arise therefrom.

F. Discrimination

All cooperative work under the provisions of this agreement, or supplemental agreements or memorandums of understanding, must be accomplished without discrimination against any person because of race, creed, color, sex, or national origin.

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G. Termination

This agreement shall become effective when signed by the designated representatives of the parties hereto and shall remain in force until terminated by mutual agreement, or by either party upon thirty (30) days notice in writing to the other of its intention to terminate upon a date indicated. Amendments to this agreement may be proposed by either party and shall become effective upon approval by both parties.

Approved:

Date: _____

State of _____ Livestock Board

by: _____
President

Date: _____

U.S. Department of the Interior
Bureau of Land Management, [State]

by: _____
State Director

4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND
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Suggested Format for Information

Plan - Wild Horse and Burro Management

A. Publics Affected:

1. Audubon Society
2. League of Women Voters
3. Nevada Cattlemen's Association
4. Nevada Woolgrower's Association
5. Nevada Farm Bureau Federation
6. Nevada Conservation Forum
7. Nevada Mining Association
8. Sierra Club
9. Nevada Outdoor Recreation Association
10. Reno Gem and Mineral Club
11. Nevada State Committee on Federal Land Laws
12. Governor
13. Nevada Wildlife Federation
14. Department of Conservation and Natural Resources
15. Department of Fish and Game
16. Department of Agriculture
17. Nevada Open Spaces Council
18. Nevada Organization for Wildlife
19. Nevada Environmental Education Council
20. Nevada Off-Road Vehicle Association
21. National Mustang Association
22. Wild Horse Organized Assistance, Inc.
23. Society of Range Management
24. The Wildlife Society
25. Society of American Foresters
26. Forest Service
27. University of Nevada
28. American Society of Animal Science
29. Nevada State Multiple-Use Advisory Board

B. Viewpoints of Publics Affected:

1. Audubon Society - has had limited participation in BLM planning processes. Can expect to be interested but not aggressively concerned with wild horse and burro management.

2. League of Women Voters - a civic organization whose interests encompass many fields. It can be expected to evidence some interest in the wild horse and burro management program, particularly if there are environmental or consumer impact overtones.

3. Nevada Cattlemen's Association - active participant in the Bureau's resource management programs. It will take an active interest and aggressively make its views known on wild horse management, particularly as it may affect the Association's operations.

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4. Nevada Woolgrower's Association - same as 3 above.

5. Nevada Farm Bureau Federation - same as 3 above.

6. Nevada Conservation Forum - this Forum has provided the opportunity for people representing many interests to get together periodically and discuss matters of conservation interest and to update members about ongoing programs. The organization as such will take little interest in the wild horse and burro management program; however, individual members, for example, President Cliff Young, can be expected to take an active interest and exert strong influence for management and protection from a preservationist point of view.

7. Nevada Mining Association - the Association will be sympathetic and interested in our management problems regarding wild horses and burros, but will make no effort to become actively engaged unless a management action is taken which it believes is inimical to its immediate interests, such as designation of a wild horse range in an area where the NMA expects to conduct mining activity.

8. Sierra Club - will be interested and actively watchful of the Bureau's wild horse and burro management program from the standpoint of effect on the environment, particularly from the viewpoint of overutilization or institution of range practices which might upset the ecological balance.

9. Nevada Outdoor Recreation Association - cannot be sure of the Association's response to the wild horse and burro program. It is generally protection and preservation oriented. Would not expect much in the way of support or opposition unless there was degradation caused by wild horses and burros in an area which it felt had wilderness or recreational values.

10. Reno Gem and Mineral Club - only a casual interest evidenced in the Bureau's management of the national resource lands. About the only time it can be expected to react is to a management decision which would restrict its use of a particular area.

11. Nevada State Committee on Federal Land Laws - has maintained a rather adversary stance with respect to BLM. It will be very interested in the wild horse and burro program, particularly as it may affect the livestock industry. It can be expected to formulate its judgments independently and report, with recommendations, directly to the Governor.

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12. Governor - is interested in effective public land management which will keep the lands open and available for unrestricted use consistent with State interests and needs. As a generalization, he will support management of the wild horses and burros, but will not publicly join sides in controversial areas.

13. Nevada Wildlife Federation - can be expected to support the wild horse and burro management program, but will be very concerned if it is necessary to reduce forage allocations for wildlife in order to balance out for wild horses, particularly if such reductions are not made even more severely for the livestock industry.

14. Department of Conservation and Natural Resources - the Department will reflect and implement the views of the Governor, but will perhaps be conditioned to a considerable extent by the Nevada State Committee on Federal Land Laws. The sympathy of the Department may be characterized as industry (livestock) oriented, and our management will be viewed from this standpoint.

15. Department of Fish and Game - will be actively engaged with our management of wild horses and burros if specific ranges are designated for wild horse and burro use. This participation is in keeping with the Department's responsibilities for wildlife management. As an organization, it will be generally sympathetic, supportive, and helpful to our management program as long as it does not intrude into any areas which it believes to be a State's rights area.

16. Department of Agriculture - as an organization will not be greatly concerned with our wild horse and burro program unless it must actively participate in the determination of the ownership process. This will be a sensitive area with the Department, and the way it is handled and the agreements arrived at will determine its attitude about this program and the BLM.

17. Nevada Open Spaces Council - will be interested in our management of the wild horses and burros from a conservationist/preservationist point of view. It can be expected to be critical of a management program which reduces wild horses and burro numbers in order to protect forage for the livestock industry. By and large, the Council can be expected to support our management program if it feels the program is being legitimately designed to maintain the ecological balance.

18. Nevada Organization for Wildlife - this organization will exhibit a reasonable interest in the wild horse and burro program and can generally be expected to support our management endeavors. However, it, along with the Nevada Wildlife Federation, will be critical of any forage reductions at the expense of wildlife, particularly if reductions are not the same or more for the livestock industry.

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19. Nevada Environmental Education Council - we are not well enough acquainted with this organization to assess what its viewpoint might be with respect to the wild horse and burro program.

20. Nevada Off-Road Vehicle Association - will be interested in our management only to the extent that closures or restrictions on off-road vehicle use may be placed in effect in certain areas to protect the wild horses and burros. While the Association might question the need for closure or restriction in any given area, it can generally be expected to be cooperative and helpful. However, it will have little understanding of the management problems inherent in this program.

21. National Mustang Association - this organization actively supports the protection and management of wild horses and burros. It may not, however, be fully supportive of a BLM management program. If past practices are any indication, it will want to actively engage itself in some phases of our management. The NMA will need to be handled with care.

22. Wild Horse Organized Assistance, Inc. - the organization is heavily oriented to the protection and preservation of the wild horses and burros, with little regard for other considerations. It will support management which moves to achieve these objectives. It will be critical of compromise measures recognizing other interests at the expense of wild horses and burros. It is adamantly opposed to any action even suggesting inhumane treatment of these animals. With care, we can gain some support for our management program.

23. Society for Range Management - a society of professional and lay people interested in range management. It will be extremely interested in the program as it affects future direction and concepts in management techniques.

24. Wildlife Society - an organization of professional wildlife biologists. It will be vitally interested in the wild horse and burro program, since this program directly affects wildlife and wildlife habitat management.

25. Society of American Foresters - a society of professional foresters. It will be interested from a resource management standpoint, but not aggressively concerned since wild horse and burro management will not directly affect timber management in Nevada.

26. Forest Service - this agency has the same responsibilities under Public Law 92-195 as BLM. Forest Service people have been very cooperative and interested to date and can be expected to continue to cooperate in all actions relating to wild free-roaming horses and burros.

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27. University of Nevada - the University (College of Agriculture in particular) can be expected to be keenly interested in the program because of its impact upon its various disciplines and because of its general interest in all activities concerning the program.

28. American Society of Animal Science - a Society of professional animal scientists. It can be expected to be very interested in the program in Nevada due to the "range orientation" of the livestock industry here. It also opens new avenues of study and management for the Society.

29. Nevada State Multiple-Use Advisory Board - interest and support can be expected to vary considerably by individual member. As a group, however, the Board may be opposed to many of the actions required by Public Law 920195.

C. Long-Range Goals: To promote public knowledgeability about, and obtain active support for, the Bureau's efforts at wild horse and burro management, including administration of the public lands for the management and protection of wild free-roaming horses and burros; protection of wild free-roaming horses and burros from capture, branding, harassment or death; management of wild free-roaming horses and burros in a manner designed to achieve and maintain a natural ecological balance on the public lands; consideration of adjustments in forage allocation on national resource lands to accommodate the needs of wildlife species and authorized livestock which inhabit such lands; and to assist the Bureau in arriving at wise management decisions in these matters.

D. Short-Range Objectives: To inform the public regarding the claiming process and determination of ownership; to assure the public is informed regarding gathering the removal of claimed horses and removal procedures; to inform the public regarding the Bureau's planning system and its use in wild horse and burro management, and to gain public participation in the development and implementation of wild horse and burro management plans.

E. Informing the Public: To realize the short-range objectives and long-range goals of this program, the following means of disseminating information should be utilized: newspapers, news releases, feature stories, television news items, interviews, information-education items, brochures, fact sheets, public presentations, employee meetings, public meetings, and radio information tapes. Particular emphasis should be put on the use of workshops.

Two- to five-minute radio tapes will be made for use by local radio stations on various phases of the program as it is carried out, including feature stories describing the program's management and its immediate and ultimate objectives.

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F. Timetable of Actions: While the specific dates for scheduling the events under Informing the Public are not immediately known, they can be calculated as follows:

a = publication of final regulations

a - 15 days = news release regarding claiming period and procedures. Letter to publics transmitting simple handout explaining mechanics of claiming period and how to be handled.

a + 2 days = news release of final regulations. Letter transmitting regulations to publics. Radio item on farm news.

a + 5 days = television appearances regarding regulations, claiming, gathering, and removal of horses.

KCRL-TV, Channel 4 - Perspective - Dick DeWitt
KOLO-TV, Channel 8 - By-Line - Tad Dunbar
KTVN-TV, Channel 2 - On the Line - Cork Proctor

a + 15 days = first workshop on regulations. Employee meetings.

a + 20 days = radio tapes covering regulations, claiming, gathering, and removal, made available to Districts for local use.

b = gathering and removal of claimed animals.

b - 3 days = news release to announce gathering and removal schedule (to be supplied by Districts).

b + 1 day = feature article covering program to date, e.g., regulations, claiming, and gathering operations.

b + ? = periodic summaries of gathering and removal proceedings.

c = initiation of substantive management.

c + 1 = feature article regarding program, wild horse numbers, where located, management to be used, enforcement needs and techniques, and special problems.

c + 2 = radio tapes reflecting material in feature article above.

c + 3 = initiation of workshops regarding wild horse management program, its problems and needs. Employee meetings.

Scheduled through this timetable of actions will be public meetings exposing our MFP's, with particular emphasis on the wild horse management program.

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G. Communication Methods:

1. Newspaper
 - a. Feature articles
 - b. News releases
 - (1) regulations
 - (2) claiming
 - (3) gathering and removal
 - (4) management
2. Radio
 - a. Interviews
 - b. Farm Bureau report
 - c. Information tapes
 - (1) regulations
 - (2) claiming
 - (3) roundups
 - (4) management
3. Television
 - a. News stories, e.g., releases
 - b. Interviews
 - c. Fish and game program
4. Employees
 - a. Word of mouth to friends, relatives, and acquaintances
 - b. As members of clubs and organizations
5. Public Meetings
6. Workshops
7. Service Clubs





UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Redrock District Office
MANUAL TRANSMITTAL SHEET

Release

4-6

Date

2/29/74

Subject 4713 - PROTECTION OF WILD FREE-ROAMING HORSES AND BURROS IN THE
IDENTIFICATION AND REMOVAL OF CLAIMED AND TRESPASS HORSES AND BURROS

1. Explanation of Material Transmitted: This release provides additional instructions to Redrock DO personnel on the impoundment facilities for wild horses and burros.
2. Reports Required: None.
3. Material Superseded: None.
4. Filing Instructions: File immediately after BLM 4713.

REMOVE

None

INSERT

.32B

(Total: 1 sheet)

John Jones

District Manager

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.32 Impoundment.

B. Impoundment Facilities. Corrals or other facilities of impoundment shall be inspected at the beginning and end of each work day by the responsible Area Manager to assure that the impoundment facilities are not damaged in such a way as to cause loss or harm to the impounded animals. Any damage found (such as broken fence wires, broken gates, etc.) should be reported to the District Manager and repaired immediately.





UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release
1-864
Date
6/11/73

Subject

1223 - FORMS MANAGEMENT

1. Explanation of Material Transmitted: This release revises and updates selected portions of the Manual section which describes the BLM Forms Management Program and Forms Design Standards. In addition, it completely revises Appendix 2, Forms Index, and Appendix 3, Federal Report Forms Index.
2. Reports Required: None.
3. Material Superseded: Manual pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.
4. Filing Instructions: After the attached sheets have been filed as directed, this Transmittal Sheet may be discarded.

REMOVE

.04D1b	(Rel. 1-804)
.05F	" "
Appendix 2	" "
Appendix 3	" "
Appendix 4, Pg. 1	" "
Appendix 4, Pg. 5	" "

(Total: 27 sheets)

INSERT

.04D1b
.05F
Appendix 2
Appendix 3
Appendix 4, Pg. 1
Appendix 4, Pg. 5

(Total: 28 sheets)

Ed Hanley

Associate Director

Acting

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b. ADP Specialists. ADP specialists assigned to develop a system or automated application proposal are responsible for coordinating the design of ADP forms to assure that data entries and arrangement are compatible with efficient data processing operations, and to speak for the ADP function regarding form content during the design and development of ADP forms.

E. State Directors are responsible for establishing and maintaining a forms program for their respective States in accordance with guidelines and procedures prescribed by the Director (412) and for designating a forms control representative who manages the program by:

1. Analyzing, standardizing, designing, controlling, approving, issuing, and cancelling local forms used within the State Office.

2. Analyzing District-issued forms to determine if Statewide forms are required. If a form has application in three or more District Offices issues a Statewide form.

3. Submitting copies of all State Office forms to the appropriate Service Center to determine if they should be issued as Service Center forms.

4. Providing forms training to District personnel.

F. District Managers are responsible for establishing and maintaining a forms program within their respective Districts in accordance with guidelines and procedures prescribed by the Director (412) and for designating a forms control representative who manages the program by:

1. Analyzing, standardizing, designing, controlling, approving, issuing, and cancelling local forms used within the District.

2. Submitting copies of all District Office forms to the appropriate State Office to determine if they should be issued as State Office forms.

G. BLM Director-BIFC is responsible for establishing and maintaining a forms program for his area of responsibility in accordance with guidelines and procedures prescribed by the Director (412) and for designating a forms control representative who manages the program by:

1. Analyzing, standardizing, designing, controlling, approving, and issuing local forms used by the BLM Fire Center.

2. Forwarding copies of all BLM Fire Center forms to the Director (412) to determine if they should be issued as Bureauwide forms.

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H. Originating Officials are responsible for:

1. Determining the need for forms.
2. Creating and preparing rough drafts of proposed forms, instructions for completion, and for determining that requirements of regulations and administrative procedures are met.
3. Coordinating forms with appropriate staffs.
4. Arranging for analysis, design, drafting, printing, stocking, and distribution with the Director (412), Denver Service Center, or with appropriate field officials.
5. Inserting illustrations of Bureauwide forms in the appropriate Manual section and maintaining them current.

.05 Definitions.

A. Form: A form is any document, printed or otherwise, designed with space for filling in information and/or descriptive material. Certain items without fill-in space, such as contract stipulations, instruction sheets, notices, tags, labels, posters, and form letters or checklists, are considered forms when it is necessary to reproduce them in quantity and to control them for purposes of reference, printing, stocking, distribution, and for use with other forms.

➔ B. Format: A form intended for limited use only, such as a one-time reporting requirement or a form of such limited use as to preclude its issuance through normal forms procedures. ←

C. ADP Form: Any form used in recording and/or transmitting data for automatic data processing or for sending notices to employees, licensees, permittees, and others based on computerized data. ADP forms as referred to in this Manual section include only those that have Bureauwide use or application.

D. Bureauwide Form: A form used by officials of the Service Center, or the Washington Office and one or more field offices, approved and issued by the Director (412).

E. Local Form: A form designed and issued by one organizational segment of the Bureau (i.e., Washington Office, Service Center, State Office, or District Office) and used exclusively in that area.

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Federal Report Form: A form used by Federal Agencies in gathering information which, under the Federal Reports Act of 1942 (44 U.S.C. 3501-3511), must be approved by the Office of Management and Budget. They are used to collect data from 10 or more private citizens, private industry, or other government agencies.

G. Department, Standard, Optional, and Other Agency Forms: Forms developed by the Department and outside agencies prescribed for mandatory or optional use within the Bureau by the Department, Office of Management and Budget, General Services Administration, etc. They are usually applicable to the operations of two or more agencies or Bureaus.

H. Public Use Forms: Forms designated as Bureau forms, that are used by the Bureau to collect data from non-BLM entities (private citizens, companies, other governmental agencies, etc.). These are made available to non-Bureau entities for their use in applications and furnishing data to our offices.

I. Forms Register: A numerical listing with title of each form on Form 1223-4, Forms Register (see Illustration 1), prepared for control purposes at the time the form is developed.

J. Forms Numeric Historical File: A file of folders, with form numbers on tabs, containing all previous and current editions of each form. The folders include a copy of each previous edition plus revisions. They also contain correspondence, rough drafts, masters, references to directives establishing use of the form, reprint requests, and distribution lists. When forms are cancelled, the folders are so stamped and removed to a cancelled section of the numerical file. This then becomes an historical file.

K. Functional File: A collection containing a copy of every Bureauwide or local form, filed functionally (by subject). It is used to analyze forms containing similar or like data, in order to detect duplication, or to locate a form when the number and title are unknown. As all forms on a given subject are filed together, similar or identical information is apparent. This file is consulted when a new form is created.

L. ADP Forms Design Team: A team composed of the subject-matter specialist(s), ADP specialist(s), and/or other system's specialist(s) responsible for developing a system or automated application proposal, who in the process draft forms for inclusion in that system.

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FORM NUMBER	DATE	TITLE
1100-1	6/71	Visitor's Roster
2	3/72	Travel to Washington, D.C. Memo
1120-2	10/64	Photographic Caption Record
5	3/72	Motion Picture Film Address Label
6	3/68	Mailing Notice
1140-1	11/69	Equal Opportunity Compliance Rpt. Cert.
2	9/69	Equal Opportunity Clause
3	6/69	Equal Opportunity in Employment Certification of Nonsegregated Facilities
4	10/68	Notice of Requirement for Certification of Nonsegregated Facilities
5	7/70	Compliance Report (Title VI Civil Rights Act of 1964)
6	4/71	Independent Price Determination Certificate
7	12/71	Equal Opportunity Affirmative Action Program Representation
1165-1	7/69	Grants to States
2	7/69	Grant Lands Confirmed to States
3	7/69	Grants to Railroads
4	7/69	Public Lands Under Exclusive Jurisdiction of BLM
5	7/69	Lands Under Jurisdiction of BLM Outside Grazing Districts
6	7/69	Original Entries and Selections Allowed
7	7/69	Final Entries Approved
8	7/69	Patents Issued
9	7/69	Patents Issued With Minerals Reserved to the U.S.
10	7/69	Original Homestead Entries Allowed
11	7/69	Final Homestead Entries Approved
12	7/69	Homestead Entries Patented
13	7/69	Land Exchanges
14	7/69	Original Stockraising Homesteads on Public and Ceded Indian Lands
15	7/69	Small Tract Leases and Sales

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FORM NUMBER	DATE	TITLE
1165-16	7/69	Special Land Use Permits in Force
17	7/69	Misc. Leases in Force
18	7/69	Unperfected Entries Pending
19	7/69	Unperfected Homestead Entries Pending
21	7/69	Recreation & Public Purposes Act Leases in Force for Recreation & Wildlife Purposes
22	7/69	Facilities on Recreation Sites Administered by BLM
23	7/69	Estimated Acres of Natural Lakes & Reservoirs Available for Water Based Recreation on Public Lands
24	7/69	Estimated Recreation Visits to Public Lands Under Jurisdiction of BLM
25	7/69	Estimated Recreation Visitor Days on Public Lands Under Jurisdiction of BLM
26	7/69	Outdoor Recreation Inventories Completed
27	7/69	Mineral Patents Issued
28	7/69	Mineral Patent Applns.
29	7/69	Competitive Mineral Leases Issued & Bonuses Received
30	7/69	Noncompetitive Mineral Leases Issued
31	7/69	Activity in Mining Locations Under Public Laws 167 and 359
32	7/71	Classification & Investigation Operations
32a	7/71	Classification & Investigation Operations (Con. Sheet)
33	7/69	Lands Classified & Found Suitable for Disposition Under Taylor Grazing Act
34	7/69	Lands Classified & Found Not Suitable for Disposition Under Taylor Grazing Act
35	7/69	Lands Classified Under Misc. Laws
36	7/69	Area of O&C Revested Lands (Oregon Only)
37	7/69	Area & Status of Land Within Grazing District
38	7/69	Estimated Use of Grazing Lease Lands (Alaska)
39	7/69	Estimated Permitted Use By Reindeer of Public Lands (Alaska)
50	7/69	Area & Status of Land Within Grazing District

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FORM NUMBER	DATE	TITLE
1165-51	7/69	Estimated Area & Producing Capacity of Forest & Woodlands Administered by BLM on Public Lands
52	11/72	Area, Cover, & Allowable Cut on Western Oregon Lands
53	7/69	Reforestation Accomplishments
54	7/69	Site & Stand Improvement Accomplishments
55	7/69	Estimated Permitted Use of Taylor Grazing Act Lease Lands
56	7/69	Grazing Leases in Force
57	5/70	Trespass Operations
58	5/70	Trespass Collections
59	6/72	Activity Under Public Law 87-851 (MCOA)
1200-1		(Obsolete)
1206-1	5/66	Work Sheet
1213-1	2/67	Authority & Responsibility Guides
1a	3/69	Supplement to 1213-1
1214-1	5/71	Delegation & Certification of Acting Authority
1220-1	5/73	Clearance Sheet
2	2/71	Field Distribution List
3	6/69	Distribution Survey
5	7/70	Technical Note

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FORM NUMBER	DATE	TITLE
1221-1	9/69	Manual Typing Guide
2	6/69	Manual Transmittal Sheet
4	4/72	Illustration Guide (8" x 10 1/2")
5	5/67	Illustration Guide (With Panel)
7	2/69	BLM Manual Distribution Change Request
8	2/71	Illustration Guide (8" x 10 1/2")
9	6/70	Directives Digest Bulletin Listing
10	1/71	Instruction & Information Memoranda Index
10a		(Obsolete)
11	7/71	Checklist of Manual Pages
12	4/72	Directives Digest Bulletin
1223-1	3/72	Reproduction Request
4	8/72	Forms Register
6	5/70	Forms Requisitioning Control Card
1240-5	7/67	Evaluation Schedule
6	7/67	Evaluation Report
7	7/67	Evaluation Worksheet
8	8/72	Evaluation Report Cover
1265-1	12/70	Order for ADP Report Action
1271-1	3/73	Official File Cover (Blue)
1a	8/72	Official File Cover (Salmon)
1b	3/73	Official File Cover (Yellow)
1c	3/73	Official File Cover (Red)
3		(Superseded by 1279-1)
1272-1	1/66	Records Disposal Checklist
4	8/69	Records Holdings Summary
5	8/71	Inventory Record
6	8/71	Inventory Recap

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FORM NUMBER	DATE	TITLE
1273-1	5/72	"Take me first" label
1274-1	9/67	Serial Number Log
2	3/65	Serial Register Page
3	3/65	Serial Register Page (Con. Sheet)
4	11/68	Case Action Card (1)
7	1/65	Future Action Suspense Card
8	9/68	Senior Case Conflict Card
9	6/69	Case File Transfer Request
10	6/67	Followup Inquiry
11	5/71	Exam. of Case/Card Record Request
12	2/73	Annual Casework Report
13	8/72	State Office Daily Caseload Data Sheet
14	2/73	Mineral Permits, Leases, & Licenses Daily Worksheet
15	3/73	Case File Status
1275-1	10/65	Request for Information
1276-1	12/72	Rectangular Field Note Input Data
2	12/72	Mineral Field Note Abstract Sheet
3	12/72	Misc. Field Note Abstract Sheet
1279-1	5/73	Periodical Index Card
1310-1	9/64	General Ledger
5	11/68	Document Face Sheet
11	7/71	Construction Project Completion Report

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FORM NUMBER	DATE	TITLE
1330-1	3/70	Trial Balances Page 1 of 2 and 2 of 2
1b	3/67	Monthly Analysis of 120
1c	3/67	Monthly Analysis of 129
1d	3/67	Monthly Analysis of 170
1e	3/67	Monthly Analysis of Subsidiary Accounts (400)
1g	3/67	Monthly Trial Balance
1340-1	3/69	Field Time Report
2	2/66	Final Salary Clearance Report
7	2/70	Mailing Address for Payroll Check
8	2/71	Commissary Requisition (Fire Suppression)
9	5/69	Commissary Accountability Record
10	3/70	Crew Time Report
11	4/71	Conditions of Hire Statement
11a	12/71	Conditions of Hire Statement (Spanish)
12	5/73	Time & Attendance Report
1360-1	8/69	Statistical Information & Gross Receipts Quarterly Report
1370-1	10/64	Bill or Notice
2	4/71	Grazing Office Bill and Receipt
6	10/68	Billing Index (Grazing Office)
7	10/69	Billing Index (Section 3)
8	4/65	Collection Transmittal
9	5/72	Remittance Inquiry and/or Advice
10	11/64	Payment Statement
11	10/64	Daily Record of Cash Transactions
12	5/67	Unearned Collections Volume Control
13	8/65	Aging Analysis Schedule
14	2/67	Aging Analysis Summary
15	11/69	Corrections & Summary Sheet
16	9/64	Undeposited Remittances Register
17	5/71	Receipt and/or Notice of Refund
18	4/65	Temporary Receipt

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FORM NUMBER	DATE	TITLE
1370-19	11/64	Accounting Advice
20	11/67	Receipt & Accounting Advice
21	10/64	Notice of Return of Remittance
22	7/64	Accounting Advice
24	1/71	Delinquent or Uncollectible Account Checklist
26	8/69	Ledger Card (Timber Sales)
29	6/68	Bid Sale Record
30	3/66	History of Payment Record
31	12/66	Bid Bond Control Register
32	12/70	Voucher Certificate
33		(Obsolete)
34	11/67	Simultaneous O&G Filings Control Form
35	6/69	Collection Data Sheet
36	3/73	Permit Fee Envelope
1371-16	7/70	Notice of Payment Due (Oil & Gas)
17	7/70	Receipt of Payment
18	11/69	Notice of Payment Received
19	10/69	Notice of Payment Due
20	10/69	Unpaid Fee Notice Transmittal
1377-1	10/67	Schedule of Fees for Copies of Records
1380-1	2/67	Personnel Transfer Travel Data
2	6/66	Travel Schedule
4	6/71	Forestry, Range & Cadastral Survey Crews Information Sheet
5	12/64	Imprest Fund Verification
6	9/69	Employee Appln for Reimbursement, etc.
7	4/70	Employee & Immediate Family Subsistence Expenses
8	6/70	Permanent Change of Station Reimbursable Expenses
9	4/72	Employment Agreement

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1400-3(330) ..	2/66	Faculty Appraisal
4(312) ..	2/66	Employment Interview Record
5(330) ..	8/66	Employment Appraisal Statement
6(335) ..	8/66	Position Requirements
10(330) .	11/66	Resume of Experience & Education
11(410) .	12/64	Bureau Training Session Record
12(410) .	6/64	Certificate of Training
13(410) .	12/71	Evaluation of Trainee
14(410) .	12/71	Trainee's Evaluation of Course
15(335) .	7/69	Appraisal of Employee for Promotion
16(430) .	10/71	Performance Evaluation of Temporary Employees
17(451) .	11/71	Employee Suggestion Blank
18(451) .	7/66	Evaluation of Employee Suggestion
19(451) .	10/69	Notice of Nonadoption of Suggestion
20(735) .	7/64	Employee Certificate (Interest in Public Lands)
21(334) .	3/67	Applicant Nepotism Declaration
22(410) .		(Obsolete)
33(511) .	1/66	Technical-Clerical Positions in LO GS-4
34(511) .	4/66	Technical-Clerical Positions in LO GS-5
36(511) .	1/66	Position Description (Clerk-Typist)
37(511) .	1/66	Position Description (Clerk Steno)
38(511) .	1/66	Position Description (Secretary)
39(550) .	2/66	Retired Military Employment Data
40(296) .	2/66	Service Computation Worksheet
41(511) .	3/66	Position Description Attachment
43(275) .	8/66	Personnel Management Evaluation Worksheet
44(275) .	8/66	Supervisor Interview Worksheet
46(300) .	8/66	Request for Annual Leave Travel & Agreement For New Period of Service in Alaska
47(302) .	4/69	Pre-employment Determination Checklist
48(300) .	1/67	Secretarial Clearance Request
50(511) .	5/67	Land Law Examiner
51(511) .	5/67	Land Office Public Contact (GS-9)
52(511) .	5/67	Land Office Public Contact (GS-7)
53(511) .	6/67	Land Office Title & Records (GS-9)
54(511) .	5/67	Land Office Title & Records (GS-7)

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1400-55(511) .	5/67	Senior District Clerical Position
59	10/72	Position Control Change Notice
60(332) .	8/67	Recruiting Visit Report
61(531) .	9/67	WGI System Information & Change Notice
62(310) .	3/70	Nonpay Status for WAE Work Force Notice
64(550) .	7/71	Overtime Request & Authorization
65(335) .	7/69	Employee's Career Development Plan
66(451) .	7/70	Request for Payment of Cash Award
67(451) .	11/69	Incentive Awards Certificate
68(335) .	3/72	Candidate Referral Notice
68a(335) .	3/72	Candidate Referral Roster
69(713) .	3/70	Accession of Minority Group Personnel
70(451) .	11/69	Special Achievement Award
71(792) .	6/70	Personal Emergency Information Card
72(610) .	5/70	Basic Workweek Change Request (Full-time Employees)
73(451) .	8/70	Incentive Awards Program
74(293) .	7/70	Personnel Folder Restriction Notice
75(410) .	4/70	Name Plate
76(451) .	4/71	Appreciation Award
77(511) .	7/71	Position Review
78(532) .	8/71	Environmental Differential Claim
80(410) .	12/71	Work Planning Sheet
81(410) .	12/71	Assignment as Instructor Memorandum
82(410) .	12/71	Detailed Lesson Plan Outline
83(410) .	12/71	Instructor Evaluation by a Peer
84(410) .	5/73	Instructor's Course Evaluation
85(451) .	11/71	Length of Service Certificate
86(335) .	1/73	Vacant Position Appln
87(410) .	10/72	Course Outline
88(335) .	4/72	Rating Worksheet
89(410) .	11/72	Supervisor's Followup Evaluation of Trainee
1459-1	2/72	Monthly Incident Report
8	10/66	Fire Hazard Inspection Checklist
9	10/66	Blaster's Certificate
10	2/68	Blaster's Certificate Appln
11	2/68	Written Examination for Blasters

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1459-12	2/68	Practical Field Test for Blasters
13	2/68	Blaster's Rating Sheet
1510-1	7/66	Purchase Order Register
3	3/70	Purchase Order - BLM (7 Sheet Set)
5	8/68	Request for Bid Invitation - Project Work
6	3/68	Work Stoppage or Resumption Order
7	1/72	Notice to Proceed
8	11/72	Contract Modification
10	2/71	Certificate for Contract Payment
13	10/64	Information Re: Late Delivery
15		(Superseded by 1510-15a)
15a	3/73	Offer for Rental of Fixed Wing Aircraft
15b	3/73	Offer for Rental of Helicopter
15c	3/73	Aircraft Rental Provisions
16	8/70	Service Contract Act of 1965
17	10/69	Labor Compliance Checklist
18	2/73	Requisition/Oral Order
18a	2/73	Requisition/Oral Order (continuation sheet)
19	2/71	Offer for Rental of Equipment
19a	2/71	Rental of Equipment Conditions
20	11/66	Discount (Label)
22	11/72	Additional General Provisions (Land Treatment Contracts)
22a	2/73	Special Provisions (Land Treatment Contracts Exceeding \$2,500)
23	6/71	Special Provision for Equipment & Aircraft Rental Contracts
27	2/73	Wage Rates Request for Proposed Service Contract (Exceeding \$2,500)
28	11/72	Additional General Provisions (Construction Contract)
28a	11/72	Special Provisions (Construction Contracts Exceeding \$2,000)

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1510-28b	11/72	Labor Standards Provisions (Construction Contracts Exceeding \$2,000)
30	11/72	Prewrite Conference Checklist & Contractor's Authorization
31	8/68	Representations by Bidder Pursuant to "Buy American Act"
32	11/72	Additional General Provisions (Supply Contract)
34	2/71	Charter Agreement
35		(Superseded by 1510-15b)
36	6/70	Advertising Order Transmittal Letter
37	5/70	Equipment Use Daily Shift Record
38	2/71	Equipment Order, Use Summary, & Invoice
39	3/71	Emergency Rental Identification Card
41	4/72	Listing of Employment Openings
42	1/73	Supplies or Services Price Quotation (Via Telephone)
1520-1	9/68	Partial Receiving Report
2	12/64	Stores and Property Adjustment Voucher
3	8/64	Stores Property Card
4	2/71	Stores Issue
5	8/64	Stores Return Credit
6	1/67	Stores Control Register
7	7/67	Capitalized & Major Noncapitalized Property Control Register
8	5/65	Fire Tool Cache Control
9	8/67	Accountability Certificate
10	7/72	Request for Use of Government Vehicle (Between Employee's Residence & Place of Employment)
12	3/70	Motor Vehicle Maintenance Schedule Checklist
20	6/67	Motor Vehicle Driver's License (Memo)
21	1/67	U.S. Government Motor Vehicle Operator's Identification Card (SF 46) Memo
22	11/68	Inventory Accountability Certificate
23	7/64	Equipment Repair Control Card

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1520-24	2/69	Minor Noncapitalized Property Card
26	11/65	Property Transaction Sheet
27	7/72	Request for Overnight Storage of Government Vehicle at Employee's Residence
28	5/66	Fuel & Oil Issue Record
31	2/71	Warehouse Issue
32	8/67	Property Transaction Sheet (Major Noncapitalized Accountable)
33	12/67	Equipment Service Record
34	9/68	Available Property Report
34a	9/68	Available Property Report (Con. Sheet)
35	8/69	Vehicle/Heavy Equipment Inspection Checklist
36	8/69	Vehicle/Heavy Equipment Repair Request
37	6/71	Warehouse Return
39	7/70	Cross-Servicing Arrangements for Motor Vehicle Fuel & Oil Report
40	3/71	Receipt for Property (Fire Suppression)
41	3/71	Property Loss or Damage Report
42	4/71	BLM/GSA Motor Vehicle/Construction Equipment Utilization Input Record
42a	4/71	Writing Base (For Form 1520-42)
43	4/71	Vehicle/Equipment Master Control
1530-1	11/64	Real Property Record (Buildings & Structures)
2	11/64	Real Property Record (Land)
3	12/64	Capitalized Real Property Control Register
4	3/69	Description of Quarters
5	10/70	Evaluation Schedule for Quarters
6	3/69	Quarters Assignment/Termination Notice
7	1/70	Real Property Maintenance Inspection Checklist
8	12/69	Real Property Maintenance Summary
1541-1	4/62	Short Note Transmittal
3	7/65	Confirmation/Report of Telephone Conversation

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1542-1	7/72	Mailing Label (Double)
2	3/73	Mailing Label
3	5/67	Mail Brief Slip
4	8/65	Routing & Transmittal Slip
5	3/73	Semiannual Mail Sampling Report
1600-2	7/69	District Management Profile Coordination Checklist
4	6/69	Multiple Use Management
5	6/69	Erosion Classification Tabulation
6	8/69	Physical Profile (Hydrologic Data)
7	8/69	Land Use Planning & Zoning by Local Gov. Checklist
8	8/69	Management Framework Plan (Title Page)
9	10/70	Management Framework Plan (Step 1)
10	10/70	Management Framework Plan (Step 2)
11	7/70	Source for Unit Resource Analysis Revision Information
12	9/70	Unit Resource Analysis Completion & Revision Checklist
13	10/72	Planning System Progress Report
14	10/72	Planning System Progress Report
1610-26	5/73	Travel Estimate Schedule
27	1/72	Program Package Cover Schedule
28	10/71	Program Package Inputs Schedule
30	10/71	Construction Project Schedule
33		(Obsolete)
36	2/70	Engineering Manpower Input for Program or Budget Year Worksheet
37		(Obsolete)
38a	12/71	Road & Trail Construction Analysis
38b	12/71	Road & Trail Construction Analysis Narrative
39a	3/73	Building Construction Analysis

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1610-39b	12/71	Building Construction Analysis Narrative
40	7/72	Alternative Funding Level Analysis
41	7/72	Prepackage Proposal
1630-1	5/73	Annual Work Plan
1b	5/73	Fire Planning Summary
1c	5/73	Fire Planning Summary
4	6/65	District Program
5	10/72	Progress Report
6	9/69	Service Center & BIFC Quarterly Progress Report
7	5/73	Equipment Budget
8	11/72	Job Documentation Report
8a	1/73	Job Documentation Report Instructions
9	9/72	Annual Training Plan
10	10/72	Development Work Progress Report
11	10/72	Easement Acquisitions & Land Purchases Progress Report
12	11/72	Nontraining Meetings, Conferences, & Workshops Outline
13	4/73	Work Assignment Record
1785-1	11/71	Request & Authorization to Attend Nongovernment Meeting
2	11/72	Nongovernment Meeting Attendance Report
1792-1	6/72	Preparation of Environmental Statement Record
2	1/72	Bureau Comments on Environmental Statements Register
3	1/72	Log of Official Comments on Draft of Bureau Environmental Statement
4	1/72	Environmental Statements & Analysis Monthly Report (Memo)

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1810-1	3/68	Charge Slip for Plats
4	3/67	Request for Status
6	7/66	Plat Filing Report
7	10/64	Certificate of Copy of Record
8	7/65	Certificate for Copy of Plat of Survey
9	7/65	Certificate for Copy of Patent
1821-1	1/65	Appln. for Amendment of Claim
1822-1	12/64	Repayment Appln.
3	10/64	Bid Bond
4	11/64	Cash Bond
1823-1	12/68	Notice of Intention to Make Proof
1824-2	1/65	Instructions for Publication & Proof
4	1/65	Notice for Publication (Publisher) (Final Proof)
1825-1		(Superseded by 1825-3)
2		(Superseded by 1825-3)
3	8/72	Relinquishment of Appln, Entry, or Grant
1842-1	9/71	Information on Taking Appeals to the Board of Land Appeals
2	8/70	Transmission of Appeals to Board of Land Appeals, Office of the Secretary (Memo)
1845-1	7/65	Guide to Frequently Used Legal Citations

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1850-1	1/65	Transmittal of Contest or Other Proceeding for Hearing
2	7/64	Grazing Appeal Transmittal
3	10/70	Notice of Hearing
7	6/67	Complaint (Contest of Mining Claims)
1860-1	6/66	Mineral Entry Final Certificate
2	3/72	Certificate (For All Nonmineral Entries)
8	1/65	Patent Form for Manuscripts
9	3/65	Patent Form for Manuscripts (Blank) (1st Page)
10	3/65	Patent Form for Manuscripts (Blank) (2nd Page)
25	6/70	Patent Form with Civil Rights Assurances
1870-1	7/69	Equitable Adjudication

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2000-4	6/67	Value of Lands Transferred (With Little or no Monetary Return)
2023-1	6/68	Requesting Report of Geological Survey as to Mineral & Water Resources (Memo)
2		(Superseded by 2093-2)
2033-3	10/65	Military Service Notice
2050-1	5/70	Lands Activity Casework Record Worksheet
2	5/70	Realty Support Needs Worksheet
3	5/70	Compliance Check Worksheet
4	5/70	Lands Activity Trespass Control Worksheet
2060-1	1/69	Land Report Title Page
2	1/69	Map (Land Report)
2093-2	12/72	Mineral Reservation Acknowledgment
2096-1	11/70	Soldiers' & Sailors' Declaratory Statement
2098-1	2/73	Recordation & Appropriation Under 44 LD 513

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2130-1	7/68	Certificate of Inspection & Possession (Easements)
2	4/68	Quitclaim (Right-of-way Easement)
3	4/71	Nonexclusive Road Easement
4	4/71	Exclusive Road Easement
5	6/71	Grant of Easement & Right-of-way
2200-2	3/72	Exchange of Privately-Owned Lands Appln.
4	3/72	Proponent's or Occupant's Certificate of Possession
5	5/69	Certificate of Inspection & Possession
6	5/69	Certificate of Possession
2211-2	1/65	Homestead Entry Final Proof (Testimony of Claimant)
2212-1	8/66	Appln. for an Indian Allotment
3	6/66	Alaska Native Allotment Appln. & Evidence of Occupancy
5	6/69	Native Allotment
2221-2	12/64	Soldiers' Additional Homestead Entry Appln. (Alaska)
2222-1	7/66	State Appln. for Selection
2	3/65	School Indemnity Lands Approved List

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2226-1	4/67	Desert Land Entry Appln.
2	8/65	Desert Land Entry Assignment Claim
3	6/66	Desert Land Entry Annual Proof (Testimony of Witness)
4	9/67	Desert Land Entry Final Proof (Testimony of Claimant)
5	8/64	Desert Land Final Proof (Affadavit of Witness)
2233-1		(Superseded by 2730-1)
2234-2	3/65	Surveyor's Statement
3	1/68	Right-of-Way Appln. Report
5	1/69	O&C Logging Road Right-of-Way Permit
7	12/64	Right-of-Way & Road Use Agreement
8	3/65	Certificate of Applicant
9	1/65	Logging Road Right-of-Way Permit Appln.
10	7/65	Road Use Bond
11	4/68	Road Use Evaluation & Replacement Cost Calculation Sheet
2235-1		(Superseded by 2910-1)
2242-2	9/66	Alaska Townlot Deed Appln.
7		(Superseded by 2560-8)
2244-7	5/67	Exchange of Privately-Owned Lands Appln. (Point Reyes Nat'l Seashore, Calif.)

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2300-1	11/67	Notice of Determination (Proposed Withdrawal & Reservation of Lands)
1a	11/67	Notice of Determination (Proposed Withdrawal & Reservation of Lands) (Tissue Copy)
7		(Obsolete)
8		(Obsolete)
2400-7	10/71	Petition for Classification
9		(Superseded by 1274-15)
2450-1	3/69	Classification Decision
2		(Obsolete)
2460-1	6/70	Bureau Motion Multiple-Use Classification
2		Biannual Report
		(Obsolete)
2510-1	6/72	Homestead Entry Appln.
3	1/71	Homestead Entry Final Proof (Testimony of Witness)
4	1/73	Final Statement to Supplement Reclamation Proof
2530-2	8/70	Certificate of Allotment

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2540-1	12/71	Color-of-Title Appln.
2	12/71	Conveyances Affecting Color or Claim of Title
3	12/71	Color-of-Title Tax Levy & Payment Report
2560-1	12/72	Notice of Location of Settlement or Occupancy Claim (Alaska)
4	6/71	Trustee Deed (Alaska)
6	11/72	Native Indian or Eskimo of Alaska Trustee Deed Appln.
7	7/70	Native Restricted Trustee Deed
8	3/73	Native Unrestricted Trustee Deed
2700-1	1/73	Bid for Public Lands
2710-1	4/72	Public Sale Appln.
2	3/72	Certificate of Ownership to Establish Preference Right for Public Sale
3	5/69	Public Sale Notice
2720-2	7/69	Progress Under Public Land Sale Act Report
2730-1	3/73	Small Tract Appln. & Lease
2740-1	4/73	Land for Recreation or Public Purposes Appln.
2	5/70	Recreation & Public Purpose Grants
3	5/70	Recreation & Public Purpose Act Grant Compliance Check
4	5/70	Recreation & Public Purpose Compliance Check Transmittal

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2800-1	3/71	Right-of-Way Land Description
4	3/72	Bond of Logging Road Permittee
6	4/71	Temporary Tramroad Right-of-Way Appln. & Permit
2860-1	9/72	Communications Site Appln.
2910-1	2/73	Public Airport Lease
2912-1	7/69	Recreation or Public Purposes Lease
2913-3	5/69	Small Tract Lease Assignment
2920-1	1/72	Special Land Use Appln. & Permit

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3040-1	11/70	Notice of Intent to Conduct Oil & Gas Exploration Operations
3	9/70	Technical Examination Checklist
4	11/70	Mineral Leasing Stipulations
3045-2	1/73	Notice of Completion of Oil & Gas Exploration Operations
3100-2	2/68	Phosphate or Sodium Use Permit
3	9/72	Oil & Gas Lease Amendment
5	1/71	Rental & Royalties (Schedule "D")
7	11/70	Title Report Request
3103-1		(Superseded by 3109-1)
3104-1	8/71	Bond of Oil & Gas Lessee
2	1/71	Bond of Oil & Gas Lease Operator
3	9/70	Statewide or Nationwide Mineral Lease Bond (except Oil & Gas)
5	12/72	Bond Under Permit to Prospect for _____ Deposits
6	10/71	Notice of Bond Requirement
8	2/71	State or Nationwide Oil & Gas Bond
3106-4	10/66	Nationwide Personal Oil & Gas Lease Bond
5	2/71	Assignment Affecting Record Title to O&G Lease (Superseded by 3104-5)
10		
3107-2		(Superseded by 3045-2)
3	12/67	Oil & Gas Exploration Bond

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FORM NUMBER	DATE	TITLE
3108-1	1/71	Decision - O&G Lease Cancelled in Whole or Part
2	12/71	Oil & Gas Lease Termination Notice
3	12/71	Oil & Gas Rental Deficiency Notice
3109-1	12/72	Lease Stipulations (Bureau of Reclamation)
2	12/70	Stipulation for Lands Under Jurisdiction of the Dept. of the Army, Corps of Engineers
3	6/71	Stipulation for Lands Under Jurisdiction of Dept. of Agriculture
5	5/73	Surface Disturbance Stipulations (Oil & Gas Lease)
3112-1	12/72	Simultaneous Oil & Gas Drawing Entry Card
2	1/73	Return of Drawing Entry Card Notice
3	1/73	Simultaneous Oil & Gas Lease Filings New Entry Card Required
3120-1	5/68	Protective Oil & Gas Lease
2	10/65	Lease Stipulation (Wildlife Lands)
3	9/68	Offer to Lease and Lease for Oil & Gas (Superseded by 3100-3)
4		
5	5/67	Oil & Gas Lease Bid Record
6	5/67	Oil & Gas Lease Bid Record (Listing of High Bidders)
7	6/70	Oil & Gas Lease (Competitive P.D. Lands)
8		Oil & Gas Acreage Rental Chart
9	2/65	Rentals and Royalties for Oil & Gas Leases
10	3/65	Rental & Royalties (Schedule C)
14	2/65	Decision - Oil & Gas Lease Partial Assignment Approved
15	1/69	Decision - Oil & Gas Lease Assignment Approved
17	12/70	Competitive Oil & Gas Lease Bid
19	5/68	Lease for Oil & Gas (Noncompetitive Public Domain Lease)
20a	12/67	State or Nationwide Oil & Gas Lease Bond Rider

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3120-21		(Superseded by 3112-1)
22		(Superseded by 3112-2)
23		(Obsolete)
24		(Obsolete)
3130-1	10/67	Coal Lease
3	5/68	Appln. & License to Mine Coal (Free Use)
3160-1	10/66	Phosphate Lease
3180-2	10/67	Sulphur Mining Lease
3200-2	12/66	Oil & Gas Lease (Under Acquired Mineral Leasing Act) (Future Interest or Competitive)
3	5/69	Offer to Lease & Lease for Oil & Gas Noncompetitive Acquired Lands Lease
5	5/68	Competitive Future Interest Oil & Gas Lease Supplemental Agreement
3300-1	2/71	Oil & Gas Lease of Submerged Lands (Under the Outer Continental Shelf Lands Act)
7	8/72	Decision (Lease Forms Transmitted for Execution)

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FORM NUMBER	DATE	TITLE
3320-1	2/66	Mining Lease of Minerals in Lands Withdrawn for Reclamation Purposes in the Lake Mead Recreation Area
2	3/68	Asphalt Lands Lease
3380-2	12/69	Bond of Mineral Lease Operator
3	12/69	Outer Continental Shelf Mineral Lessee's & Operator's Bond
5	12/69	Bond of Mineral Lessee
7	8/68	Sulphur Lease Under the Outer Continental Shelf Lands Act
8	6/66	Salt Lease (Under the Outer Continental Shelf Lands Act)
3400-2	6/66	Minerals Worksheet & Schedule of Exclusions
3		Certificate of Title on Mining Claims
6	10/68	Appln for Survey of Mining Claim
7	9/67	Order for Mineral Survey
8	9/67	Certificate of Surveyor (Mineral)
9	8/67	Certificate of Expenditures, Improvements, & Mineral Survey
11	9/67	Field Notes (Mineral Survey)
3500-1	3/67	Powersite Stipulation
2	9/70	Acreage Control Index Card (Minerals other than Oil & Gas)
3	8/70	Monthly Status of Coal Leasing Activity Report

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FORM NUMBER	DATE	TITLE
3504-3	11/70	Bond under Lease for Mining _____ Deposits
4	9/70	Statewide or Nationwide Personal Mineral Bond for Prospecting Permits & Leases
3510-1	11/70	Prospecting Appln. & Permit
3	11/70	Individual Sureties Statement of Justification
3520-2	1/71	Potassium Lease
3	8/70	Sodium Lease
6	2/72	Acquired Lands Mineral Lease
3600-3	11/65	Contract for Sale of Mineral Material (For Duration of Production)
4	7/66	Contract for Cash Sale of Mineral Materials (Appraised at Less Than \$2,000)
5	9/66	Contract for Sale of Mineral Materials (Appraised at \$2,000 or More)
6	10/70	Certificate Terminating Mineral Materials Sale Contract
3710-3	3/71	Mining Claimant Verified Statement
3814-1	10/71	Bond for Mineral Claimant

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FORM NUMBER	DATE	TITLE
3820-2	7/65	Mining Claim Location Abstract
5	2/70	Mineral Sample Record
3850-5	2/65	Oil & Gas Acreage Control Index Card
3860-4	4/71	Approval of Mineral Survey
3900-1	9/69	Mining Claims Listed by Common Claimant Group
3980-1	9/70	Mineral Report (Cover Sheet)

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FORM NUMBER	DATE	TITLE
4111-1	9/64	Dependent Property & Adjudication Summary
3	10/64	Allotment Adjustment Record
5	12/65	Range Line Agreement
4112-2	8/68	Phenological Data, Grazing Treatment, Formula & Yearly Grazing Schedule Worksheet
4	10/72	Allotment Management Plans State Summary
5	11/72	Allotment Management Plans District Summary
4113-1	3/72	Certificate of Livestock Count
4114-1	8/64	Advisory Board Election Register
4	6/64	Notice of Advisory Board Meeting
5	9/71	Certificate of Nominations, Returns, & Notice of Result of Advisory Board Election
4115-1	11/69	Dependent Property Record
3	8/64	Annual Grazing Statistical Report
4	7/64	Long Form Appln. for Grazing License or Permit
5	1/67	Grazing License or Permit Short Form Appln.
6	7/64	Term Grazing Permit
8	3/72	Free Use License
9	12/66	Exchange-of-Use Grazing Agreement
10	4/69	Crossing Federal Range Appln. & Permit
11	3/72	Advisory Board Adverse Recommendation Notice
12	7/64	Notice of Final Advisory Board Recommendation and Decision of District Manager
13	12/70	Show Cause Notice
14	4/71	Cancellation or Reduction Notice
15	12/70	Appln. & Transfer of Grazing Privileges
17	7/68	Transfer of Base Properties Checklist
18	7/68	Transfer of Base Property Qualifications Checklist

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FORM NUMBER	DATE	TITLE
4120-1	10/70	Grazing Lease Appln.
2	9/72	Grazing Lease
3	8/71	Grazing Lease Assignment Appln.
4	9/70	Grazing Lease Appln. Checklist
5	3/72	Short Term Grazing Use Appln. & Authorization (Ephemeral Range)
4131-1	5/67	Grazing Lease or Permit Appln. (Alaska)
2	11/65	Lands for Grazing Livestock Lease (Alaska)
3	7/65	Grazing Operations Report
4132-1	5/66	Reindeer Grazing Permit Appln.
2	6/67	Reindeer Grazing Permit
4411-1	1/70	Vegetative Inspection
4412-1	11/70	Forage Survey Type Writeup (Ocular Reconnaissance Method)
2	7/65	Allotment Grazing Capacity Tabulation (Ocular Reconnaissance Method)
3	3/66	Allotment Grazing Capacity Summary (Ocular Reconnaissance Method)
4	3/65	Forage Survey Type Writeup (Weight Estimate Method)
5	3/66	Allotment Grazing Capacity Tabulation (Weight Estimate Method)
6	3/66	Allotment Grazing Capacity Summary (Weight Estimate Method)
7	7/68	Range Management Study Exclosure Plan
8	7/67	Actual Grazing Use Survey
9	11/68	Range Utilization (Paired Plot Method)
11	4/66	Range Utilization (Ocular Estimate by Plot Method)

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FORM NUMBER	DATE	TITLE
4412-12	4/66	Range Utilization (Key Forage Plant Method)
13	4/66	Range Utilization (Actual Weight Method)
14	4/66	Range Utilization (Stem Count Method)
16	7/69	Trend Photo Identification
19	7/71	Range Trend Plot Data
20	1/67	Range Suitability Summary
21	9/68	Range Utilization (Photographic Methods)
22	1/70	Determining Utilization of Mediterranean Annual Ranges (Mulch Method)
23	1/70	Composition Studies Mediterranean Annual Ranges
24	7/71	Range Trend Plot Location Data
4413-1	7/68	Allotment Evaluation Summary

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5400-1	5/71	Section Diagram
5410-1	12/69	Suggested Tract for Inclusion in Annual Timber Sale Plan
5420-2	10/70	Timber Sale Summary
5430-1	5/65	Self Certification Clause (Bidder's Statement)
3		(Superseded by 5450-3)
4	7/66	Contract for Sale of Timber (Scale Sale)
5	1/71	Scaling Standards and Requirements (Exhibit B)
6	4/73	Instructions to Bidders
7		(Superseded by 5440-10)
5440-9	4/73	Deposit or Bid for Timber (Cruise Sale)
10	4/73	Timber Sale Bid Record
12	6/71	Qualifying Bidders Record (Auction Timber Sales)
13	7/72	Vegetal or Mineral Material Sales Report
14	7/72	Supplemental Vegetal Sales Report
5450-1	9/66	Contract for the Cash Sale of Vegetative Resources
3	6/73	Contract for the Sale of Timber (Lump Sum Sale)
3a	4/73	Exhibit B
5	9/70	Vegetative or Mineral Material Negotiated Cash Sale Contract (\$100 or less)
7	4/71	Deposit of Negotiable Securities of the United States
8	8/70	Road Use Fees Paid Report
9	9/70	Citizenship Affidavit
10	10/71	Christmas Tree Tag
11	4/73	Blanket Payment Bond
12	4/73	Increase Bond Rider

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FORM NUMBER	DATE	TITLE
5450-13	4/73	Deposit of Negotiable Securities of the U.S. (Performance Bond)
14	4/73	Deposit of Negotiable Securities of the U.S. (Performance Bond - Delayed First Installment)
15	4/73	Deposit of Negotiable Securities of the U.S. (Payment Bond)
16	4/73	District Payment Bond Control Record
5460-3	8/69	Increase or Decrease Rider (Performance Bond)
4	1/70	Timber Sale Inspection Report
5	8/71	Notice of Expiration of Cutting & Removal Rights
6	6/70	Road Inspection Report
10	4/73	Timber Payment Report
13	9/70	Certificate as to Domestic Processing of Timber
14	9/70	Notice of Removal of Exempted Timber for Export Purposes
15	2/69	Log Scale & Disposition of Timber Removed Report
5470-3	3/71	Timber Sale Contract Assignment
4	3/71	Commitment of Surety to be Bound by Assignment (Timber Sale)
5480-1	3/71	Purchaser's Operations Suspension Notice
3	11/70	Timber Sale Contract Relinquishment
4	9/71	Certificate Terminating Contract Rights
5	6/71	Contract Termination Inspection Report
6	9/71	Cruise-Scale Comparison
5510-1	5/72	Free Use Appln. & Permit

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FORM NUMBER	DATE	TITLE
5700-1	1/70	Reforestation Status & Annual Summary
2	1/70	Reforestation, Site Preparation, & Protective Measures Accomplished
3	8/70	Regeneration Stocking Survey
4	8/70	Planting Inspection
5	3/71	Planting Inspection Summary & Analysis

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6110-7	9/65	Recreation Site Register
8	9/67	District Recreation Project Preprogramming Checklist
9	5/68	Recreation Facility Inventory
10	8/72	Quality Evaluation Scoresheet
11	8/72	General Visitor Use Estimates
12	8/72	General Sightseeing Visitor Use Estimates
13	8/72	Visitor Use Unit Summary Sheet
6160-2	5/69	Recreation Visitor Survey
5	5/69	Recreation Site Use Inventory
6230-2	6/68	Antiquities Site Inventory
6500-1	11/72	Wildlife Annual Report
1a	11/72	Wildlife Annual Report Instructions
2	2/71	Wildlife Program Functional Evaluation Checklist
6520-1	8/70	Cooperative Agreement (Wildlife Resource Improvement Project)

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FORM NUMBER	DATE	TITLE
6630-1	8/68	Stand Composition Transect Record
2	11/68	Key Browse Species Transect
3	11/69	Key Browse Species Condition Summary
4	8/68	Soil Stability Condition Report
6635-1	8/68	Habitat Condition and Trend Summary

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7120-3	9/71	Job Inspection Record & Maintenance Schedule
7150-1	8/72	Water Well Release
2	1/71	Bill of Sale for Casing
7260-1	3/72	Soil (and Water) Conservation District Agreement
7310-6	12/68	Rain Gauge Record
7	12/68	Hydrologic Data Sheet
8	7/70	Well Site or Spring Examination Request
9	12/70	Soil-Vegetative Description
9a	12/70	Soil-Vegetative Description (Water Proof Paper)
10	3/73	Ground Cover Transect Worksheet
11	10/69	Litter/Humus Sample Plot Data Sheet
12	3/73	Determination of Erosion Condition Class
13	1/71	Watershed Treatment Evaluation
14	6/71	Erosion Inventory
15	6/71	Reservoir Design Sedimentation Summary
16	7/71	Sediment Yield Factor Rating
17	6/72	Planning Area Inventory Needs
18	5/73	Comparison Area Data

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7330-2	4/69	Job Work Schedule
6	10/70	Range Improvement Appln. & Permit
7	12/68	Cooperative Agreement
8	12/68	Proffer of Monetary Contribution
9	12/68	Assignment of Cooperative Agreements and/or Range Improvement Projects
10	12/68	Daily Spray Job Record
12	3/73	Watershed Conservation & Development Field Data - Phase I
12a	5/73	Watershed Conservation & Development Field Data Instructions
14	3/72	Watershed Conservation & Development Field Data - Phase II
15	3/72	Watershed Conservation & Development Field Data - Productive Capacity
7410-4	12/68	Brush & Tree Chaining Specifications
5	12/68	Brush & Tree Chaining Detailed Specifications
6	12/68	Range Plowing Specifications
7	12/68	Root Plowing Specifications
8	12/68	Range or Root Plowing Detailed Specifications
9	12/68	Aerial Appln. of Herbicide Specifications
10	12/68	Aerial Appln. of Herbicide Detailed Specifications
11	12/68	Rangeland Drill Seeding Specifications
12	12/68	Grain Drill Seeding Specifications
13	12/68	Rangeland or Grain Drill Detailed Specifications
14	12/68	Aerial Seeding Specifications
15	12/68	Aerial Seeding Detailed Specifications
16	12/68	Seed Sample Record
17	1/71	Roadbank Stabilization Record
7420-1	9/70	Well Record
2	9/70	Well Log

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9100-1	11/70	Inspector's Log
1c	5/68	Instruction to Contractor
1d	6/69	Labor Compliance Report
9105.41-1	9/68	Standard Wire Livestock Fences
41-2	12/66	Wire Livestock Fences for Use on Antelope Ranges
41-3	2/71	Standard Fence Spans Across Drainages
41-4	11/67	Standard Steel Cattleguard
41-5	12/66	Concrete Foundations (Type I) for Standard Steel Cattleguard
41-6	12/66	Timber Foundation for Standard Steel Cattleguard
41-7	3/67	Antelope Pass Structure Through Fence
41-8	12/66	Standard Foundations (Type II) for Standard Steel Cattleguard
41-9	1/69	Precast Concrete Base for Standard Steel Cattleguard
41-10 ...	6/68	Wire Livestock Fences (Special Types)
41-11 ...	10/70	Standard Enclosures, Livestock & Rodents
41-12 ...	5/70	Standard Big Game Enclosure
41-13 ...	7/68	Standard Livestock-Big Game Enclosure Study Layout
41-14 ...	3/70	Underground Water Storage Tank
9110-1	4/73	Inventory Record - Roads & Trails
2	4/73	Maintenance Inventory - Roads
3	4/73	Inventory & Maintenance Schedule - Trails
5	11/72	Road Construction Special Provisions
9120-1	12/64	Radio Station Log
6	7/70	Communications Plan - Radio and Teletype
6a	7/70	Communications Plan - Radio and Teletype (Con. Sheet)
7	12/70	Radiotelephone Procedure
9130-3	4/71	Sign Requisition

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9150-2	6/69	Engineer's Cost Estimate for Preliminary Site Plans
9160-1	5/72	Progress Report (Mapping & Drafting)
2	10/66	Appln. to Secure Aerial Photography
3	10/66	Specification Detail Sheet
3a	7/67	General Conditions for Aerial Photography
3b	7/67	Aerial Photography Specifications
4	10/66	Bidder's Equipment & Personnel Schedule
5	10/66	Weekly Progress Report for Aerial Photography
6	10/66	Aerial Photography Inspection Sheet
7	10/66	Film Can Label
9170-1	5/67	Hydraulic Computations - Corrugated Metal Pipe (Data Chart)
2	5/67	Hydraulic Computations - "Smooth-flow" & Concrete Pipe
3	5/67	Hydraulic Computations - Simple Pipeline Systems
4	6/68	Field Density Test (Sand Cone Method)
5	6/68	Field Density Test (Balloon Method)
9172-1	8/71	W-S - Well Construction Specifications Supplement
2	1/70	W-1 - Well Construction Standard Specifications (Drilling)
3	1/70	W-2 - Furnishing & Installing Casing
4	1/70	W-2.1 - Furnishing & Installing Casing
5	3/71	W-3 - Abandonment of Well
6	1/70	W-4 - Constructing Concrete Well Platform
7	8/71	E-S - Earthwork Construction Specifications Supplement
8	8/71	E-1 - Staking & Site Preparation (Earthwork Construction Standard Specifications)
9	3/70	E-2 - Common Excavation
10	8/71	E-2.1 - Excavation (Common Excavation - Rock Excavation)

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9172-11	3/70	E-2.2 - Excavation
12		(Obsolete)
13		(Obsolete)
14	8/71	E-3.2 - Furnishing & Installing Pipe Outlet Structures & Appurtenances (Reinforced Concrete Pipe)
15	8/71	E-3.3 - Furnishing & Installing Pipe Outlet Structures & Appurtenances (Welded Steel Pipe)
16	8/71	E-4 - Concrete Construction (Reinforced & Unreinforced Concrete)
17	3/70	E-5 - Earthfill Placement
18	7/70	E-5.1 - Earthfill Placement
19	3/70	E-6 - Overhaul of Earthfill Placement Material
20	3/70	E-7 - Compacting Earthfill by Rolling
21	3/70	E-8 - Appln. of Water by Irrigation
22	3/70	E-9 - Appln. of Water by Sprinkling
23	3/70	E-9.1 - Appln. of Water by Sprinkling
24	3/70	E-10 - Overhaul of Water
25	3/70	E-11 - Pit Reservoir Construction
26	8/71	E-12 - Dike Construction
27	5/70	E-13 - Installation of Weep Structures in Dikes
28	3/71	E-14 - Equipment Rental With Operators
29	3/70	F-S - Fence Construction Specifications Supplement
30	4/72	F-1 - Fence Construction Standard Specifications (Staking, Site Preparation, & Access Roads)
31	12/71	F-2 - Fence Materials
32	3/70	F-3 - Fence Construction
33	7/71	F-4 - Construction of Drainage Crossing
34	6/71	F-5 - Installation of Cattle Guards
35	3/70	F-5.1 - Construction & Installation of Cattle Guards
36	3/70	F-6 - Installation of Antelope Pass Structures
37	8/71	F-6.1 - Construction & Installation of Antelope Pass Structures
38	8/71	F-5.2 - Installation of Cattle Guards on Concrete Bases
39	2/72	E-5.2 - Compacted Earthfill
		C-2 - Butyl Rubber Material Specifications

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9180-1	8/70	Appln. for Survey of Islands or Other Omitted Public Lands
2	1/65	Request for Cadastral Survey
4	11/64	Traverse Record Sheet
5	5/70	Field Notes (Book)
6	4/65	Field Notes Cover Sheet
7	10/64	Field Note Paper (chains)
8	3/69	Field Assistants
9		Index Page
10	8/72	Weekly Service Report (Cadastral Surveyors)
12	5/67	Marking for Corners on Subdivision of Section Lines
14	3/65	Land Section Diagram
16	6/64	Small Township & Adjoining Sections Diagram
17	4/65	Large Township Diagram
19	11/68	Township Diagram (8" x 10½")
21	11/67	Mineral Field Note Paper (Feet) (Bound at Left)
22	11/67	Mineral Field Note Paper (Feet) (Bound at Top)
23	10/64	Report on Corners of Cadastral Survey Grid
24	4/66	Tabulation and Calculations Sheet
25	9/69	Cadastral Survey Record
26	6/67	Card Record - Direct System of Surveys
27	10/64	Corner Remonumentation
28	10/64	Index to Section Corner Remonumentation
29	3/65	Index to Section Corner Monuments
33	8/67	Survey Potential
34	4/70	Generalized Diagram of the Rectangular System of Surveys
9210-6	3/69	Individual Fire Experience Record
7	3/69	Fire Qualification Card
8	4/73	Fire Guard Appointment
9	4/73	Fire Guard Identification Card
10		Fire Message

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14	1/69	Fire Overhead Experience & Rating Record
15a	2/73	Individual Fire Report Instructions (For use with DI-1201)
15b	2/73	Individual Code and Fire Numbers
20	3/69	Firefighter's Identification
21	9/68	Summary & Comparison Data Table
22	9/68	Personnel Cost Estimate Worksheet
23	7/70	Capitalized Equipment Cost Estimate Worksheet
24	9/68	Noncapitalized Equipment, Supplies, & Materials Cost Estimate Worksheet
25	4/69	Aircraft Operations Cost Estimate Worksheet
26	9/68	Other Costs Estimate Worksheet
27	1/69	Normal Fire Year Cost Summary
29	3/69	Adjusting Condition Classes
30	2/71	Annual Strength of Force Plan
32	6/70	Fire Telephone Directory
33	6/70	Transportation Manifest
34	6/70	Aircraft Resource Locator Card
35	6/70	Overhead Resource Locator Card
36	6/70	Crew Resource Locator Card
37	6/70	Equipment Resource Locator Card
38	6/70	Fire Order Form
39	6/70	Dispatch Fire Report
40	6/70	Manpower Fire Resource Roster
41	6/70	Equipment Fire Resource Roster
42	6/70	Other Services Fire Resource Roster
43	10/70	Fire Crew Performance Report
44	5/73	Fire Force Location Summary
9220-1	12/71	Planned Pest Control Program
9230-1	5/72	Trespass Notice
4	11/70	Trespass Bond
5	12/64	Promissory Note (Transmittal Letter)
6	7/71	Promissory Note (Installment)
7	7/71	Promissory Note (Single Payment)

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9	11/67	Materials Trespass Investigation Report
10	8/66	Initial Report of Trespass
11	10/64	Grazing Trespass Report
12	5/66	Coal Trespass Report
14	12/64	Notice to Remove Unauthorized Structures
15	11/70	Violation and Hearing Notice
16	12/64	Itemization of Costs
17	5/69	Triannual Trespass Report
18	12/64	Trespass Record
19	12/64	Trespass Record (Con. Sheet)
20	12/64	Investigation & Enforcement Report
21	11/64	Agricultural Trespass Worksheet
22	5/69	Seizure of Government Property (Notice & Poster)
23	5/69	Interrogation (Advice of Rights)
24	5/69	Trespass Investigation Report (General)
9239-1	7/72	Settlement of Trespass Obligation Offer
9300-2	12/70	Appraisal Review (Land Report)
7	7/71	Appln. for Real Estate Appraiser Roster
8	10/72	Request for Real Estate Appraisal
9a	7/72	Appraisal Report
9b	7/72	Appraisal Report
10	7/71	Appraisal Summary Log

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2	3/65	Approved Aircraft & Pilots Record
3	3/65	Pilots Qualification Record
4	4/72	Aircraft Data Card
5	10/69	FAA Visual Emergency Signals
6	4/65	Visual Signal Code
7	2/67	Visual Signal Code Card (8x5)
8	6/72	Record of Aircraft Order, Use Summary, & Invoice

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OMB	BLM	
042-R 0875	5510-1	Free Use Appln & Permit
0878	2234-9	Logging Road Right-of-Way Permit Appln
0886	2510-3	Final Proof (Testimony of Witness)
0893	2200-2	Exchange of Privately-owned Lands Appln
0968	2226-1	Desert Land Entry Appln
0969	4120-1	Grazing Lease Appln
0971	2211-2	Homestead Entry Final Proof (Testimony of Claimant)
0972	2730-1	Small Tract Appln & Lease
0973	2510-1	Homestead Entry Appln
0977	2710-1	Public Sale Appln
0986	2560-1	Notice of Location of Settlement or Occupancy Claim (Alaska)
0990	3120-3	Offer to Lease & Lease for Oil & Gas
0996	2920-1	Special Land Use Appln & Permit
1078	4115-5	Grazing License or Permit Short Form Appln
1203	3400-3	Certificate of Title on Mining Claims
1211	2540-2	Conveyances Affecting Color or Claim of Title
1212	2540-3	Color-of-Title Tax Levy & Payment Report
1223	2740-1	Land for Recreation or Public Purposes Appln
1283	4115-4	Long Form Appln for Grazing License or Permit
1293	2226-4	Desert Land Entry Final Proof (Testimony of Claimant)
1300	2226-3	Desert Land Entry Annual Proof (Testimony of Witness)
1305	4115-15	Appln & Transfer of Grazing Privileges
1313	2800-6	Temporary Tramroad Right-of-Way Appln & Permit
1314	4115-10	Crossing Federal Range Appln & Permit
1320	1823-1	Notice of Intention to Make Proof
1321	3130-3	Appln & License to Mine Coal
1323	1825-1	(Superseded by OMB No. 42-R1647)
1324	7330-6	Range Improvement Appln & Permit
1328	4115-9	Exchange-of-Use Grazing Agreement
1332	2226-2	Desert Land Entry Assignment Claim
1338	2033-3	Military Service Notice
1349	2226-5	Desert Land Final Proof (Affidavit of Witness)
1359	2212-3	Alaska Native Allotment Appln & Evidence of Occupancy
1363	2212-1	Appln for an Indian Allotment
1364	2096-1	Soldiers' and Sailors' Declaratory Statement

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OMB	BLM	
042-R 1365	4131-1	Grazing Lease or Permit Appln (Alaska)
1373	3400-6	Appln for Survey of Mining Claim
1374	2242-2	Alaska Townlot Deed Appln
1409	4132-1	Reindeer Grazing Permit Appln
1410	2221-2	Soldiers' Additional Homestead Appln (Alaska)
1432	2222-1	State Appln for Selection
1444	1822-1	Repayment Appln
1445	2560-6	Native Indian or Eskimo of Alaska Trustee Deed Appln
1457	2540-1	Color-of-Title Appln
1459	3120-17	Competitive Oil & Gas Lease Bid
1461	4131-3	Grazing Operations Report
1477	3510-1	Prospecting Appln & Permit
1488	4412-8	Actual Grazing Use Survey
1497	1400-10	Resume of Experience & Education
1539	6160-2	Recreation Visitor Survey
1540	1140-5	Compliance Report (Title VI Civil Rights Act of 1964)
1563	5460-15	Log Scale & Disposition of Timber Removed Report
1564	5460-14	Notice of Removal of Exempted Timber for Export Purposes
1566	9100-1d	Labor Compliance Interview
1597	9180-1	Appln for Survey of Islands or Other Omitted Public Lands
1599	3106-5	Assignment Affecting Record Title to Oil & Gas Lease
1618	9300-7	Appln for Real Estate Appraiser Roster
1641	4120-5	Short Term Grazing Use Appln & Authorization (Ephemeral Range)
1647	1825-3	Relinquishment of Appln, Entry, or Grant
1648	2860-1	Communications Site Appln
1659	1370-36	Permit Fee Envelope
1652	2650-1	Regional Corporation Selection Appln
1652	2650-2	Village Selection Appln
1652	2650-3	Native Group Selection Appln
1652	2650-4	Alaska Native Primary Place of Residence and Evidence of Occupancy
1659	1370-36	Permit Fee Envelope

1223 - FORMS MANAGEMENT

Forms Design Standards

Forms standards provide uniformity, control, recognition, and identification of information. They require the recording of items in logical sequence by the use of tables, special type faces, line weight, marginal justification, and other techniques. This permits rapid retrieval for management reports, computer programming, budgeting, etc.

For new and revised forms, consider use of carbonless paper or interleaved carbon paper, and whenever feasible, design forms for use in window envelopes.

All forms, regardless of their intended use, contain certain standard features--title, number, date, margins, spaces, zones, captions, and instructions. Variables are not allowed. Basic forms design elements follow:

1. Title. Assign the form a title descriptive of its purpose. Consult the originator. The title tells (a) what the form is or (b) what the form does. The title is to be short and to the point, e.g., "Application to Lease Lands for Grazing Livestock" can be shortened to "Grazing Lease Application." This is a three-word title as opposed to a seven-word title. Specify what you intend the form to be--permit, application, lease, report, etc. If the title is not clear, add a brief parenthetical explanation below the title.

→ 2. Margins. Margins vary and are determined by reproduction, writing, binding, punching, and filing requirements. All requirements must be considered in the design of a form. (Figure 1) ←

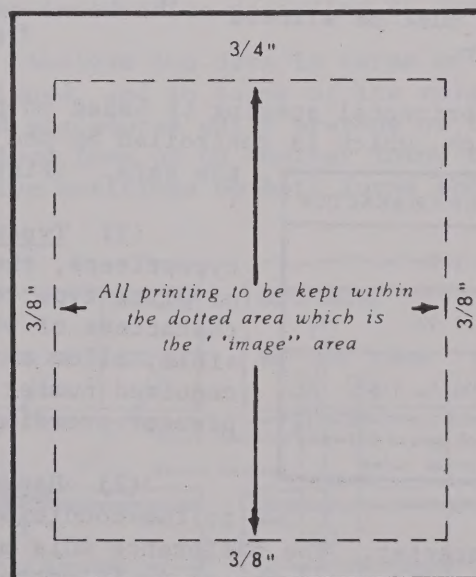


Figure 1 - Margins

1223 - FORMS MANAGEMENT

Forms Design Standards

a. Ruling. The left and right margins of a form are not ruled. Gripper margins are required by printing equipment to allow for mechanical gripping of the paper.

(1) Bleeding. On some types of forms the image must extend to three edges of the paper. This procedure is called "bleeding" which means "to run off the edge of the trimmed printed sheet." If a form is designed for offset printing, the lines should be drawn beyond the actual form size. (Figure 2) When trimmed, the lines will bleed off the edge of the sheet, leaving a clean edge. If possible, bleeding should be avoided as it can increase the handling cost of the form because it may require the use of oversize sheets which must be trimmed to size.

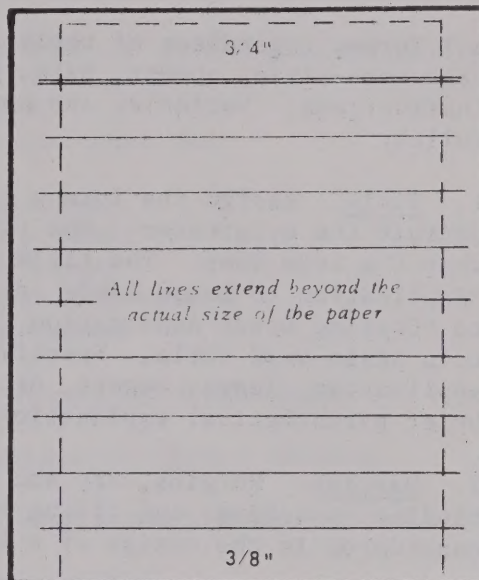


Figure 2 - Bleeding

3. Spacing. The amount of fill-in to be entered and the printed matter, such as box captions, column and section headings, and text, determine the horizontal and vertical space requirements. Writing method (typewriter, hand, or special office machine), determines the amount of space to be allowed for the fill-in data. The number of characters per inch of type used determines the amount of space which must be allowed for the printed matter.

a. Horizontal. Horizontal spacing is based on the number of characters written per inch, which is controlled by the method of entering the data. (Figure 3)

WRITING METHOD	SPACE PER CHARACTER
Elite Typewriter	1/12"
Pica Typewriter	1/10"
Handwriting	1/10" to 1/6"
Space per character determines	Horizontal space between vertical rules

Figure 3 - Spacing

(1) Typewritten. On standard typewriters, there are 12 characters of elite type to the inch and 10 characters of pica type. If possible, allow an extra space to the required number of characters to prevent crowding.

(2) Handwritten. According to the conditions of use, allow 1/10" to 1/6" per character. The difference this makes in the size of boxes as against typewritten characters is illustrated in Figure 3.

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Forms Design Standards

b. Vertical. Vertical spacing is based on the number of writing lines that can be written per inch. (Figure 4)

(1) Typewritten. On a standard pica or elite typewriter there are six horizontal lines per inch. Allow $1/6$ ", or its multiple, for each line of typing. By measuring the spacing in this manner a form may be adjusted in the typewriter for the first line of typing and no further adjustment will be necessary. If the last line must be typed on, allow a $1/2$ " or $3/4$ "

margin at the bottom of the form. This will keep the paper from moving out of the last line or slipping out of the feed rollers. If the last line is filled in by hand, such as a signature, the standard $3/8$ " bottom margin is allowed. For box design allow $1/4$ " to $1/3$ " with at least $1/3$ " being required. (Figure 4)

WRITING METHOD	SPACE PER LINE
Typewriter	$1/6$ " or multiple
Handwriting	$1/4$ "
Handwriting and typing	$1/3$ "
Space per line determines	Vertical space between horizontal rules

Figure 4 - Spacing

(2) Handwritten. Allow $1/4$ " or more according to the conditions of use.

c. Optional. If a form is to be filled in either by hand or typewriter or a combination of both, the horizontal spacing should be determined by hand-fill-in requirements. Vertical spacing is determined by typewriter requirements. Vertical spacing of $1/3$ " will accommodate either typewritten or handwritten entries.

4. Zoning. Align like information according to answering sequence.

a. Grouping Data. Analyze the data in terms of the use for which the form is being designed, and in terms of its relation to other forms, operations, and procedures which precede or follow it. If data on a form are transcribed from or to another form, the sequence of items and their relative positions on both forms should be similar. (Figures 5 and 6)

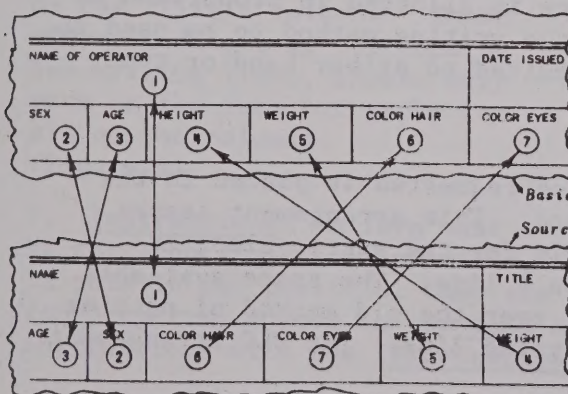


Figure 5 - Grouping of Data

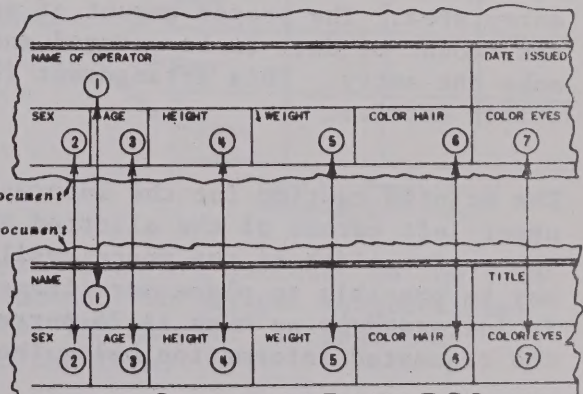


Figure 6 - Grouping of Data

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Forms Design Standards

(1) Entries by More than One Individual. Group data to be entered by different persons together, according to the natural flow of the operation. Related items, as well as related divisions, are grouped together. This eliminates searching or backtracking.

(2) Alignment. Arrange the data so the flow of writing is continuous from left to right and from top to bottom. Align items vertically for common tabular and marginal stops.

5. Captions. Captions are to be objective, brief, and completely self-explanatory. This will avoid misinterpretation by those who use and record the data. Each caption will be complete in itself, but, if necessary, can be simplified, defined, or qualified by means of a brief, italic, amplifying statement in parenthesis, e.g., "Do you own or control more than 160 acres of irrigable land? ☐ Yes ☐ No (if "yes," explain)."

A blank space reserved for later use by someone other than the person completing the form will be so marked. A caption should read "Do not write in this space" or "Administrative Use only."

If each space is clearly defined and each box limited to one entry, there can be no doubt as to which box the caption applies. Also, the typist does not have to space through printed captions to find the fill-in area, or to roll the typewriter platen up to see what the caption is and then back to type the entry.

6. Box Design. (ULC Arrangement) The modern technique for forms design is the box design, often called the "upper left corner" (ULC) arrangement. Box design segregates items and clearly defines each entry area. The proper amount of space is allotted in proportion to the amount of data to be entered and the writing method to be used to make the entry. This arrangement is suited to either hand or typewriter entries.

The printed caption for the information requested is placed in the upper left corner of the allotted space. This arrangement leaves the entire width of the space available for the entry; also, it may be possible to place more items on a line. The space available is increased by as much as 25 percent over the old method of putting the requested information below the typing line. The ULC arrangement

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Forms Design Standards

always leaves the caption visible when the entry is being made and the flow of writing is continuous from left to right and from top to bottom. (Figure 7)

Explanation may follow main ULC caption. This information is printed in italic type.

1. Name (Last, first, and middle)		2. Address (Street, city, state, zip code)	
3. PHONE		4. BIRTH	
a. Home	b. Office	a. Date	b. Place
5. Legal Residence		6. Sex	7. Marital Status

ULC caption is printed in small type so fill-in data will stand out

These captions start at left margin

Items are aligned vertically for common tabular stops, whenever possible

Captions may be numbered to expedite reference to, or for comparison, or tabular entries

Figure 7 - Box Design or Upper Left Corner (ULC) Arrangement

a. Caption-On-Writing-Line Arrangement. Often the same minor headings are used in several column groups. (Figure 8) When this is the case, the caption-on-writing-line arrangement is used to eliminate repetition and conserve space.

1969			1970			1971		
FOOD	RENT	UTILITIES	FOOD	RENT	UTILITIES	FOOD	RENT	UTILITIES

Items are repeated in each group of headings

Figure 8 - Repetition of Headings

b. Minor Headings. Minor headings, common to all of the groups, are placed to the left of the fill-in columns. These minor headings, as captions on the writing lines, appear only once on the form but apply to all of the columns. (Figure 9)

ITEM	1969	1970	1971
Food			
Rent			
Utilities			

Captions on writing lines start at left margin

Figure 9 - Repetition of Headings Eliminated

7. Instructions. A form must be self-contained. If possible, instructions are included on the form. If this is not possible, they are attached. Do not put instructions for preparing a form in the text of the BLM Manual. Include the instructions with the illustration of the form.

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Forms Design Standards

a. General. Tells who completes the form. How many copies to prepare. Where, when, and to whom to submit.

b. Specific. These are tied into the numbered and lettered sections of the form when very detailed information is required, so that the person filling out the form will know exactly what entries to make and where. Tell the user early if there are instructions and where to find them.

→ 8. Form Numbers. The forms designer assigns and controls form numbers. Each form is assigned a subject-function classification code to identify its subject area. This code is followed by a number which shows the form's sequence in the total number of forms designed for that particular code and subject. (Example: a form is numbered 5410-3 because it is used in connection with the Annual Timber Sale Plan and it is the third form designed for that subject area.) Usually, only a subject-function code ending in "0" is used. (Examples: 1600 and 1610.) However, occasionally it is necessary to code a form to an exact subject-function number. (Examples: 1279, 1606, 3108.) The codes used on forms must conform to those in the Code of Federal Regulations and the BLM Manual for the same subject areas. (For subject-function classification codes, refer to BLM Manual 1220, Appendix 1.) ←

a. Location. Place the form number either in the lower right-hand corner (preferred) or the upper left-hand corner of the form. Once a number has been issued it can never be used again.

9. Form Dating. A form always carries the date in parenthesis. If the form number is placed in the lower right-hand corner, the date is on the same line as the form number; if in the upper left-hand corner, the date is placed directly below the form number. Forms are constantly being updated (revised). If a form is revised, the date must be changed to the revision date. Never use "Rev." preceding the date.

→ 10. Signatures. No signature will be required unless there is a need for verification. All signatures must be handwritten in ink, not typewritten or preprinted. The title of the signer, and also the date signed, if needed, is grouped with the signature. This grouping is immediately preceded by necessary certifications, oaths, penalty clauses, etc. Be sure to tell who signs what. ←

NOTE: Unnecessary data are often printed on a form just because space is available. The important data seldom receive proper attention if the form is cluttered up with unnecessary data. Also, time is spent unnecessarily in entering this information on the form.





UNITEL STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

DIRECTIVES DIGEST BULLETIN

Issue Date	November	1973
Issue No.	73-20	
Period Covered	Oct 15 - Nov 2	

CIRCULATE A COPY OF THIS DIGEST TO ALL USING OFFICIALS TO ASSURE THAT
ONLY CURRENT DIRECTIVES OR FORMS ARE USED

Each type of directive in the *Directives Digest Bulletin* is identified by a letter prefix. To compile a complete running index to all current directives, separate the pages of the *Digest* and interfile by type and numerical order with previous issuances.

LETTER PREFIX	TYPE OF DIRECTIVE IN THIS ISSUANCE
A	Instruction Memos
B	Information Memos
C	Director's Office Instruction Memos
D	Director's Office Information Memos
E	Manual Releases, and Regulations
F	Forms

NOTE: Apparently four pages were missing in the distribution of DDB 73-19. They are included in this issue.

INSTRUCTION MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-417	PHOTOGRAPH INDEX & RETRIEVAL FORMS	1277	410	10/3/73	6/30/74	AFO
73-418	REVISED OPTIONAL FORM 55 - US GOVERNMENT IDENTIFICATION CARD	1102	553	10/5/73	12/31/73	AFO
73-419	61ST NATIONAL SAFETY CONGRESS	1459	401	10/5/73	12/31/73	AFO
73-420	COMMUNICATION SITE PLANNING	9120	430	10/5/73	12/31/73	SD
73-421	HEALTH BENEFITS OPEN SEASON	1400-890	532	10/10/73	12/31/73	AFO
73-422	BUREAU SIGNS PROGRAM	1240,9130	120	10/10/73	12/31/73	AFO (except Alaska
73-423	STANDARD OPERATING REQUIREMENTS FOR CHAIN SAWS	1459	401	10/10/73	12/31/73	AFO
73-424	STATUS OF ENVIRONMENTAL STATEMENTS- OCT 1, 1973	1792	220	10/10/73	12/31/73	WO,SD
73-425	USE OF FORM DI-510A FOR REPORTING COMPLETED INSTANCES OF TRAINING	1400-290 1400-410	533	10/11/73	6/30/74	WO,AFO

INSTRUCTION MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-410, Ch. 2	1973 POST SEASON FIRE REVIEW	9211	440	11/2/73	12/31/73	SD,DSC,BIFC
73-412, Ch. 1	ENVIRONMENT & SURFACE PROTECTION WORKSHOP	1792	720	10/30/73	12/31/73	SD,SCD
73-426	FY 74 APPROPRIATIONS	1620	510	10/15/73	12/31/73	WO,AFO
73-427	YCC ORIENTATION - STATE GRANT PROGRAM	1720	403	10/15/73	12/31/73	SD-A1,Co,U
73-428	STATE ADMINISTRATIVE OFFICERS' CONFERENCE	1788	510	10/15/73	12/31/73	SD,BIFC,DSC
73-429	POSSIBLE DEFECT IN WINDSHIELD WIPER MOTOR OF AMBASSADOR VEHICLES	1459	401	10/15/73	12/31/73	AFO
73-430	SIX TO EIGHT MONTH WAE APPOINTMENTS FOR FIRE CONTROL POSITIONS	1400-316	531	10/16/73	12/31/73	SD,SCD,BIFC
73-431	HEALTH BENEFITS OPEN SEASON	1400-890	532	10/16/73	12/31/73	All Employees
73-432	YCC PROGRAM 1974 - MOTOR VEHICLE SURVEY	1720	403	10/16/73	12/31/73	SD,SCD
73-433	SPECIAL WILDLIFE SKILLS	6500	360	10/16/73	6/30/74	SD
73-434	COAL PROGRAMMATIC ENVIRONMENTAL STATEMENT	3500	383	10/17/73	12/31/73	SD-Co,NM,U,W;SCD
73-435	COMMERCIAL TOLL CALLS	1376	520	10/17/73	12/31/73	AFO
73-436	FIRE CONTROL RESEARCH & DEVELOPMENT PROJECTS	9216	440	10/18/73	12/31/73	SD,BIFC
73-437	LIMITATION ON AMOUNT OF TRAINING IN NON- GOVERNMENT FACILITIES IN A DECADE OF SERVICE	1400-410	533	10/18/73	6/30/74	SCD;SD-A1,Ca,O

INSTRUCT . MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-438	NEW BLM MANUAL - EFFECTIVE RELEASES	1221	412	10/18/73	6/30/74	WO,AFO
73-439	FIRE OVERHEAD ALLOCATION OF FORCES	9211	440	10/19/73	12/31/73	SD,DSC,BIFC
73-440	PLACEMENT PANEL FOR BEGINNING PROFESSIONAL MINERAL TRAINEES, PHOENIX, ARIZONA	1400	302	10/23/73	12/31/73	SD,DSC
73-441	GAO REVIEW OF PASSENGER-CARRYING MOTOR VEHICLE OPERATION	1525	553	10/25/73	12/31/73	AFO
73-442	JOHNNY HORIZON CLEANUP MONTH REPORT	1121	130	10/24/73	6/30/74	SD
73-443	BRANDING OF LICENSED HORSES AND BURROS	4712	330	10/18/73	12/31/73	AFO
73-444	IMPLEMENTATION OF EMARS	3080	384	10/26/73	6/30/74	SD
73-445	WILDLIFE ANNUAL REPORT (FORM 6500-1)	6501	360	10/29/73	12/31/73	SD(except NM,U,W)
73-446	CLARIFICATION OF REDELEGATION OF AUTHORITY (BO 701) CONNECTION WITH RESTORATION ACTIONS	2300,1214	322	10/30/73	6/30/74	SD
73-447	MULTIPLE REGRESSION EVALUATION WORKSHOP	1631	724	10/30/73	12/31/73	SD,DSC
73-448	WATERSHED ACTIVITY PLANNING	7322	350	10/26/73	6/30/73	AFO
73-449	IMPLEMENTATION OF EMARS-TRACT SELECTION TEAM	3080	724	10/30/73	12/31/73	SD-Co.M,NM,U,W
73-450	FY 1975 BLM TRAINING CATALOG	1400-410	533	10/30/73	6/30/74	WO,SD,DSC,BIFC
73-451	INTERDISCIPLINARY RESOURCE MANAGEMENT - NEVADA	1200	302	10/30/73	12/31/73	SD-Co,N;DSC;WO

USDI BLM
Form 1221-9
(June 1970)

DIRECTIVES DIGEST BULLETIN LISTING

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INSTRUCTION MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-452	REQUEST FOR PLANNING UNIT COAL DATA	3080	720	10/30/73	12/31/73	SD-Co,M,NM,U,W
73-453	QUESTIONNAIRE FROM HOUSE GOVERNMENT OPERATIONS COMMITTEE ON USE OF TELEPHONE MONITORING & OTHER SURVEILLANCE PRACTICES	1543	553	11/1/73	12/31/73	AFO
73-454	POTABLE WATER SUPPLIES	9150	430	11/2/73	6/30/74	AFO
73-455	STANDARD FIRE CONTROL SLIP-ONS AND PUMPERS	9216	440	11/2/73	6/30/74	SD,DSC,BIFC
73-456	GEO THERMAL INTERSTATE COORDINATOR	1200	724	11/2/73	12/31/73	SD-Ca,N,O,U

INFORMATION MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-214	MAJOR COMING EVENTS-OCT 1973 THROUGH JAN 1974	1121	230	10/2/73	6/30/74	WO,SD,SCD,BIFC
73-215	WATER RESOURCES COUNCIL PRINCIPLES & STANDARDS	1736	220	10/3/73	12/31/73	SD,DSC
73-216	GENERAL SCHEDULE PAY INCREASE	1400-531	532	10/5/73	12/31/73	All Employees
73-217	FINAL EMPLOYEE RECORD OF TRAINING, SUPERSEDED TRAINING SYSTEM	1400-290 1400-410	533	10/11/73	12/31/73	All Employees

INFORMATION MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-218	WILD HORSE & BURRO MANAGEMENT TRAINING	1400-410	330	10/15/73	12/31/73	SD,DM
73-219	ORGANIZATION CHANGES	1212	540	10/15/73	12/31/73	AFO
73-220	REVIEW OF OFF-ROAD VEHICLE LITERATURE	6290	370	10/17/73	12/31/73	SD,DSC
73-221	CALCULATOR PROGRAMS FOR CADASTRAL SURVEY	9140	420	10/18/73	6/30/74	SD,SCD
73-222	FIELD CONTRACT ADMINISTRATION COURSE	1400-410	550	10/18/73	6/30/74	AFO
73-223	STATUS REPORT OF LANDS & REALTY MANUAL RELEASES	1221	321	10/23/73	12/31/73	WO,AFO
73-224	SELECTION; STATE DIRECTOR, UTAH	1400-335	531	10/24/73	12/31/73	WO,AFO
73-225	1973 LEAVE YEAR & EARNINGS YEAR	1340	520	10/26/73	6/30/74	All Employees
73-226	SELECTION; STATE DIRECTOR, NEW MEXICO	1400-335	531	10/24/73	12/31/73	WO,AFO
73-227	TRAINING-INTENSIVE LIVESTOCK GRAZING MANAGEMENT	1400-410	330	10/26/73	6/30/74	SD-Ar,I,N,NM,O,
73-228	BLM SPACE OCCUPANCY GUIDE	1535	553	11/2/73	12/31/73	SCD,BIFC,SD

DIRECTOR'S OFFICE INSTRUCTION MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-40, Ch. 1	REVIEW AND COMMENTS - PROPOSED REVISION OF MANUAL 1792, PREPARATION OF ENVIRONMENTAL STATEMENTS	1792	220	10/15/73	12/31/73	Dir, DivCh
73-41	A SEMINAR FOR WOMEN	1400-410	534	10/26/73	12/31/73	Dir, DivCh

DIRECTOR'S OFFICE INFORMATION MEMOS

NUMBER	SUBJECT	CODES		DATE		RECIPIENTS
		FILE	ORIG. OFFICE	ISSUED	EXPIRES	
73-28	OPS OBJECTIVES REPORTS FOR AUGUST 31	1620	510	10/29/73	12/31/73	Dir
73-29	FIELD TEST OF FACTOR RANKING/BENCHMARK POSITION	1400-511	532	10/31/73	12/31/73	All WO Employees

Manual Releases

Rel. 1-879
10/16/73

1400-410 TRAINING

Rel. 4-49

4713 PROTECTION OF WILD FREE-ROAMING HORSES AND
BURROS IN THE IDENTIFICATION AND REMOVAL OF CLAIMED
AND TRESPASS HORSES AND BURROS

Regulations

Circ. 2353
10/24/73
38 F.R. 30001

PART 3860 MINERAL PATENT APPLICATIONS
PART 9180 CADASTRAL SURVEY

NOTICE OF NEW, REVISED, OR OBSOLETE FORMS

FORM		TITLE	INITIAL DISTRIBUTION		
NUMBER	DATE			YES	NO
		<u>New</u>			
1277-1a	9/73	Official Photograph Record	SC,S0,D0,Stock		
1277-1b		(1120 Public Affiars)			
1277-1c		(1400-000 Personnel)			
1277-1d		(1400-410 Training)			
1277-1e		(1520 Property Management)			
1277-1f		(1700 Miscellaneous)			
1277-1g		(1790 Environmental Protection)			
1277-1h		(2000 Lands)			
1277-1i		(3000 Minerals)			
1277-1j		(4000 Range)			
1277-1k		(5000 Forestry)			
1277-1l		(6000 Recreation-General)			
1277-1m		(6230 Historic and Cultural)			
1277-1n		(6500 Wildlife)			
1277-1o		(7000 Watershed)			
1277-1p		(9100 Engineering)			
1277-1q		(9210 Fire Control)			
1277-1r		(9300 Appraisal)			
1277-2	9/73	(9400 Air Operation)			
1277-2	9/73	Chargeout Card	SC,S0,D0,Stock		
3540-1	7/73	Mineral Collecting Permit	Idaho S0,ESO,Stock		
		<u>Revised</u>			
1100-2	9/73	Travel to Washington, D.C. Memo	SC,S0,BIFC,Stock	x	
1112-1	10/73	Monthly Incident Report (Supersedes 1459-1)	S0,D0,Stock	x	
1221-1	9/73	Manual Typing Guide	S0,D0,Stock		x
1510-41	9/73	Listing of Employment Openings	P-550,D-550,Stock	x	
2560-6	9/73	Native Indian or Eskimo of Alaska Trustee Deed Application	Stock	x	
3110-2	9/73	Lease for Oil & Gas (Noncompetitive Public Domain Lease) (Supersedes 3120-19)	Stock	x	
3110-3	9/73	Offer to Lease & Lease for Oil & Gas Noncompetitive Acquired Lands Lease (Supersedes 3200-3)	Stock	x	

FORM		TITLE	INITIAL DISTRIBUTION	DESTROY PREVIOUS EDITIONS	
NUMBER	DATE			YES	NO
		<u>Superseded</u>			
1459-1		Monthly Incident Report (Superseded by 1112-1)			
3120-19		Lease for Oil & Gas (Noncompetitive Public Domain Lease) (Superseded by 3110-2)			
3200-3		Offer to Lease & Lease for Oil & Gas Noncompetitive Acquired Lands Lease (Superseded by 3110-3)			
		<u>Obsolete</u>			
4-545		Homestead Declaratory Statement			
1140-1		Equal Opportunity Compliance Report Certification			
1200-1		Work Assignment Record			
1220-3		Distribution Survey			
330-1		Trial Balance			
1330-1b		Monthly Analysis of 120			
1330-1c		Monthly Analysis of 129			
1330-1d		Monthly Analysis of 170			
1330-1e		Monthly Analysis of Subsidiary Accounts (400)			
1330-1g		Monthly Trial Balance			
1400-11		Bureau Training Session Record (410)			
1400-33		Technical-Clerical Positions in Land Office (GS-4) (511)			
1400-34		Technical-Clerical Positions in Land Office (GS-5) (511)			
1400-41		Position Description Attachment (511)			
1400-43		Personnel Management Evaluation Worksheet (275)			
1400-44		Supervisor Interview Worksheet (275)			
1400-50		Land Law Examiner (511)			

NOTICE OF NEW, REVISED, OR OBSOLETE FORMS

FORM		TITLE	INITIAL DISTRIBUTION	DESTROY PREVIOUS EDITIONS	
NUMBER	DATE			YES	NO
		<u>Obsolete</u>			
1400-51	10/73	Land Office Public Contact (GS-9)	(511)		
1400-53	10/73	Land Office Title and Records (GS-9)	(511)		
1400-54	10/73	Land Office Title and Records (GS-7)	(511)		
1400-55	10/73	Senior District Clerical Position	(511)		
1459-9	10/73	Blaster's Certificate			
1459-11	10/73	Written Examination for Blasters			
1459-12	10/73	Practical Field Test for Blasters			
1459-13	10/73	Blaster's Rating Sheet			
1610-33	10/73	Service Center Assignment Worksheet			
2212-3	10/73	Alaska Native Allotment Application & Evidence of Occupancy			
2244-7	1/73	Exchange of Privately Owned Lands Application			
5440-12	1/73	Qualifying Bidder's Record			
9230-17		Triannual Trespass Report			
WO 1221-4	3/72	Decision Logic Table			
1010-53	10/73	Length of Service Certificate			
1310-12	10/73	Information & Data Delivery			
1510-4	10/73	Real Property Record (Buildings, Structures, and Facilities)			
2210-1	10/73	Desert Land Entry Application (Supercedes 2275-1)			
1010-2	10/73	Mining Claim Location Abstract (Supercedes 1010-2)			
		<u>Superseded</u>			
1010-2		Mining Claim Location Abstract (Superseded by 1010-2)			
2210-1		Desert Land Entry Application (Superseded by 2210-1)			

Issue 73-
10/12/73
Page F-17

NOTICE OF NEW, REVISED, OR OBSOLETE FORMS

FORM		TITLE	INITIAL DISTRIBUTION	DESTROY PREVIOUS EDITIONS	
NUMBER	DATE			YES	NO
		<u>New</u>			
1530-9	10/73	Real Property Available for Disposal	SO,DO,Stock		
4710-2	10/73	Acknowledgement of Claim of Ownership of Horses or Burros and Decision of the District Manager	SO,DO,Stock		
4710-3	10/73	Authorization to Gather Claimed Horses and Burros	SO,DO,Stock		
4710-4	10/73	Notice of Closure	SO,DO,Stock		
4710-5	10/73	Notice of Sale of Impounded Horses and Burros	SO,DO,Stock		
4710-6	10/73	Notice to Owners of Impounded Horses and Burros	SO,DO,Stock		
4710-7	10/73	Bill of Sale of Impounded Horses or Burros	SO,DO,Stock		
4710-8	10/73	Horse and Burro Claims Record	SO,DO,Stock		
6260-3	7/73	Recreation Use Permit	DO,Stock		
		<u>Revised</u>			
1310-5	9/73	Document Face Sheet	SO,DO,Stock		x
1400-85	10/73	Length of Service Certificate	SO,Stock	x	
1510-13	10/73	Information Re Late Delivery	Stock		x
1530-1	10/73	Real Property Record (Buildings, Structures, and Facilities)	SO,DO,Stock	x	
2520-1	10/73	Desert Land Entry Application (Supersedes 2226-1)	Stock	x	
3980-2	10/73	Mining Claim Location Abstract (Supersedes 3820-2)	Stock	x	
		<u>Superseded</u>			
3820-2		Mining Claim Location Abstract (Superseded by 3980-2)			
2226-1		Desert Land Entry Application (Superseded by 2520-1)			

Issue 73-20
11/2/73
Page F-18

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTICE OF SALE OF IMPOUNDED
HORSES AND BURROS

Place issued

District

Date

Notice is hereby given that animals described below were found trespassing on lands belonging to the United States within the (District) , Bureau of Land Management. Said animals were impounded at , on , 19

DESCRIPTION OF ANIMALS IMPOUNDED

KIND(s)	BRAND(s)	KIND(s)	BRAND(s)

Said animals will be offered for sale at public auction to highest bidder at , at ☐ a.m. ☐ p.m. on , 19 , unless the same be redeemed by the owners thereof before the time set for the sale. Before the owner will be permitted to redeem and regain possession of the animals claimed, he *must* pay to the Bureau of Land Management the expenses incurred in the gathering, impounding, pasturing, and advertising thereof.

Any animals not redeemed by the owners will be turned over to the appropriate State agency, or sold at public sale, or condemned and destroyed as provided for by the regulations of the Secretary of the Interior (43 CFR 9239.3).

Further information regarding the redemption or sale of the above-described animals may be obtained from the District Manager at

(Signature of District Manager)

Instructions: District Office prepares an original and sufficient machine copies for posting. Retain original in District Office files with attachment showing where notices are posted.

SO, DO FORMS



Form ISO 4700-2
(April 1974)

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office

AERIAL SURVEY
WILDHORSE & BURRO INVENTORY

OBSERVERS NAME		OBSERVATION DATE
NUMBER		
HORSES	BURROS	BAND
ASPECT		SLOPE
IDENTIFICATION		
	COLOR GROUP	NUMBER IN GROUPS
ADULTS		
YEARLINGS		
COLTS		
TOTAL		
REMARKS: (INCLUDE GENERAL LOCATION)		

BDO-4700-2
June 1972

United States Department of the Interior
Bureau of Land Management
Boise District Office.
WILD HORSE OR BURRO INVENTORY FORM

District _____ Inventory No. _____
Planning Unit _____ 1/ Observer No. _____
Observer _____
Horses _____ Burros _____ Total No. _____
Date _____ Claimed _____
Time _____ Unclaimed _____
Location: Twp _____ Range _____ Sec. _____ 1/4 Sec. _____

	2/																	
	No.	Sex	Color	No.	Sex	Color	No.	Sex	Color	No.	Sex	Color	No.	Sex	Color	No.	Sex	Color
Adult																		
Yearling																		
Young																		

ON SITE CHARACTERISTICS

1/ Plant Species Utilized _____ 4/ Phenology _____ 5/ Dominant Vegetation _____
Elevation _____
6/ Aspect _____
7/ Slope _____
8/ Evidence of Other Animal Species: Yes _____ No _____
Species _____
Type of Evidence _____ Distance _____
9/ Weather Conditions: _____

GENERAL SITE CHARACTERISTICS

Water: Distance _____ Location, T. _____ R. _____ Sec. _____ 1/4 Sec. _____
10/ Encounter Reactions: _____

11/ External Influences: _____

Comments:

1

INSTRUCTIONS FOR COMPLETING WILD HORSE OR BURRO

INVENTORY FORM

- (1) Consecutive numbers by observer, correlated with field map.
- (2) Indicate sex if possible to determine. If not possible to determine, leave blank.
- (3) List species utilized in order of importance (or by degree utilized) for animals at time of observation.
- (4) Phenology - Enter symbol which corresponds to stage of development in the general area of observation.

SG - Start growth	PF - Peak flowerine
SR - Seed ripe	D - Dormant
R - Regrowth	
- (5) List dominant three species of vegetation in descending order of dominance.
- (6) Estimate aspect of general area.
- (7) Estimate average slope of general aspect.
- (8) If there is evidence of other animal species occupying the area, indicate the species involved and type of evidence observed. If other species are actually seen, indicate distance from horses or burros.
- (9) List any factors which may influence present area of use or species utilization such as (1) extended drought (2) late snow melt (3) extended cold periods (4) extended wet periods.
- (10) Indicate escape cover and routes sought by animals when disturbed.
- (11) Identify any external influences such as mining activity, road construction, timber cutting, ORV use, hunting, livestock handling, etc.

BLM CORRESPONDENCE





United States Department of the Interior

IN REPLY REFER TO

4700

BUREAU OF LAND MANAGEMENT
2929 West Clarendon Avenue
Phoenix, Arizona 80517

November 27, 1973

Mr. and Mrs. Richard E. Gordon
Skull Valley, Arizona 86338

Dear Mr. and Mrs. Gordon:

Your certificate of brand inspection for chestnut and strawberry roan geldings was received in our office along with a letter from the manager of the Double-O-Ranch at Seligman certifying sale to you of a female burro.

In addition to these documents, Bureau of Land Management Forms 4710-1 must be filled out, notarized and submitted in duplicate to the District Manager, Bureau of Land Management, 2929 West Clarendon Avenue, Phoenix, Arizona, 80517, within ten days.

Sincerely yours.

District Manager

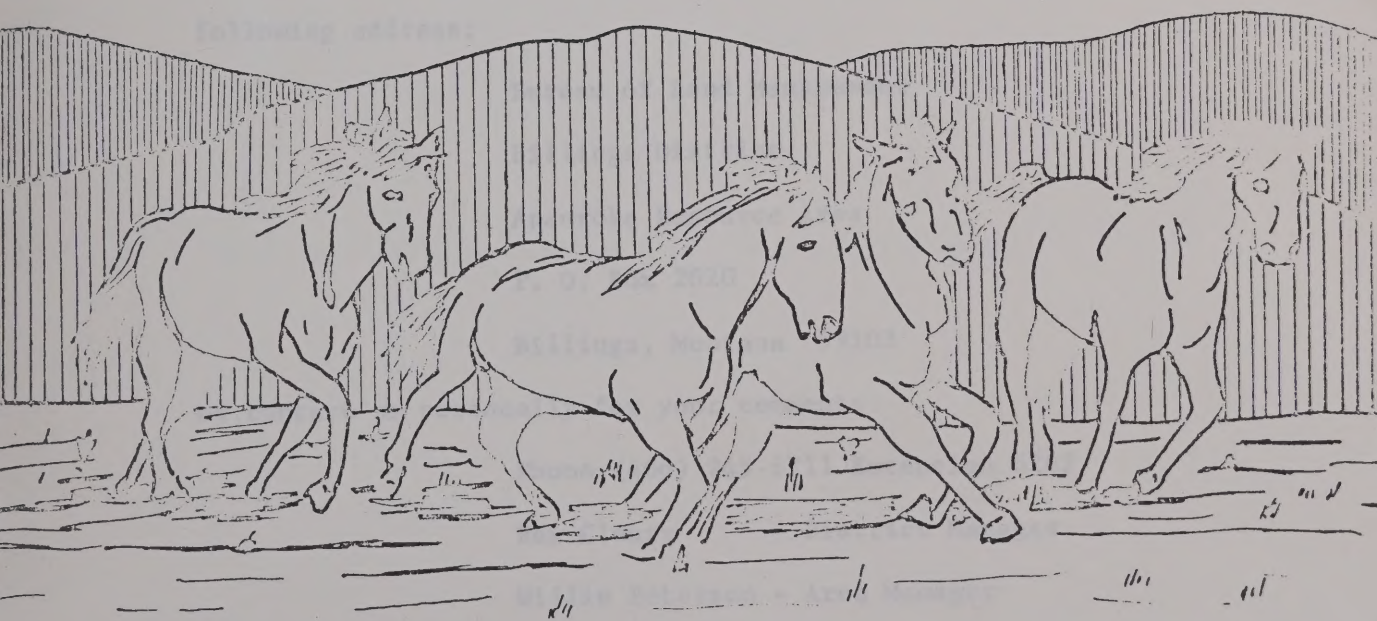
1 Enclosure
Encl. 1 - Forms 4710-1

LIBRARY REFERENCE
INDEX



WILD HORSE

Biology And Alternatives For Management



Pryor Mountain Wild Horse Range

Pryor Mountain Wild Horse Range

Note: The Following data represents what is termed Step 3 and Step 4 of the Unit Resource Analysis in the Bureau of Land Management's Planning System. Step 3 consists of the inventory or identification of all the data available, and Step 4 represents the maximum number of opportunities or alternatives for management.

It must be understood that the only resource that has been considered at this point is wild horses. Later in the planning system, many of the opportunities will conflict with wildlife, livestock and other resource uses. These conflicts will have to be resolved. The general public is an integral component in this resolving process. How do you want your land managed? If you have specific comments on the data presented or can identify alternatives we have missed, please write to the following address:

Bureau of Land Management

Billings District

Apsuroka Resource Area

P. O. Box 2020

Billings, Montana 59103

or contact us personally for your comments:

Phone (406) 245-6711 Extension 6262

Rex Cleary - District Manager

Willie Peterson - Area Manager

Ron Hall - Wildlife Biologist

Report prepared by Billings District Office, Ron Hall,
Wildlife Biologist.

WILD HORSES

4712 Hall, Ron
 Wild Horse: biology and alternatives for
 management. Step 3 and 4 of the Unit
 Resource Analysis. Billings, Montana,
 U. S. BLM

1. Wild Horses

This is a Library Index Card of the preceding book.





This photo is a black and white print taken by
Larry Zobel in the Bakersfield, California, DO

BLM Photo Index Card used to index preceding Photograph.

4000 Range

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

OFFICIAL PHOTOGRAPH RECORD

Photo Number

4000-21

Photographer

Zabel

LIVESTOCK

Cattle
Horses
Reindeer
Sheep

NOTE: Range trend and
condition photos are not
indexed by this system.

VEGETATIVE TYPES

Grass
Meadow
Perennial Forbs
Sagebrush
Mountain Shrub
Conifer
Waste
Barren
Pinyon-juniper
Broadleaf trees
Creosote Bush
Mesquite
Saltbush
Greasewood
Winterfat
Desert Shrub
Half Shrub
Annuals

RELICT AREAS

Poisonous Plants

RANGE IMPROVEMENTS

Cattle Guards
Fences
Water Development
Vegetative Manipulation (Natural Eartific)

RANGELAND WILDLIFE

RANGELAND WATERSHED

ANIMAL/PLANT RELATIONS

GPO 849-741

LOCATION	State	California	District	Bakersfield
	Township		Range	
	Resource area	China Lake	Date of photo	9/20/73

CROSS-REFERENCE

PHOTO ALSO APPLIES TO

- | | |
|-----------------------------------|--------------------------|
| <input type="checkbox"/> 1120 | Public Affairs |
| <input type="checkbox"/> 1400-000 | Personnel |
| <input type="checkbox"/> 1400-410 | Training |
| <input type="checkbox"/> 1520 | Property Management |
| <input type="checkbox"/> 1700 | Miscellaneous |
| <input type="checkbox"/> 1790 | Environmental Protection |
| <input type="checkbox"/> 2000 | Lands |
| <input type="checkbox"/> 3000 | Minerals |
| <input type="checkbox"/> 4000 | Range |
| <input type="checkbox"/> 5000 | Forestry |
| <input type="checkbox"/> 6000 | Recreation - General |
| <input type="checkbox"/> 6230 | Historic and Cultural |
| <input type="checkbox"/> 6500 | Wildlife |
| <input type="checkbox"/> 7000 | Watershed |
| <input type="checkbox"/> 9100 | Engineering |
| <input type="checkbox"/> 9210 | Fire Control |
| <input type="checkbox"/> 9300 | Appraisal |
| <input type="checkbox"/> 9400 | Air Operation |

- ☐ 35mm transparency
☐ 2 1/4 x 2 1/4 transparency

- ☐ Color negative
☒ Black and white
☐ Size _____

Scenic

- ☒ Yes ☐ No ☐ With people
☐ Without people

Archival value ☐ Yes ☐ No

Caption Two mustang mares run
wild on open range near
China Lake, California

RANGE UTILIZATION

Browse
Forbs
Grass
Deer
Sheep
Cattle
Other Species

Season

Winter
Spring
Summer
Fall
Yearlong

Grazing Administration

Range (Vegetation Surveys)
Range Classification
(season, period)

Increases

Reductions

Designation of Range for
kinds of Livestock

L.U. Projects

Stock Driveways (Crossing)

Trespass

Range Plant Insects

Range Plant Disease

Wild Horses

WILD HORSES

WILD BURROS

RANGE COND. & TREND (Gen'l.)

TOURS, INSPECT, TRAINING

FENCE LINE CONTRASTS

Form 1277-1i (September 1973)



Delegations of Authority

Authority to act under provisions of statutes is delegated to:

1. The Secretary of Interior
2. The Director, BLM

Redelegations of authority for BLM officials are contained in Bureau Order 701. If the Director's authority is redelegated to a State Director or a State Director's authority is redelegated to a District Manager, the redelegations must be printed in the Federal Register before the redelegation has any legal authority.

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

LANDS AND RESOURCES¹

Redelegations of Authorities

PART I—REDELEGATIONS OF AUTHORITY IN STATE DIRECTORS

AUTHORITY IN GENERAL

Redelegations of authorities concerned with lands and resources.

SECTION 1.0 Functions of the State Director. (a) The State Directors of the Bureau of Land Management are authorized to perform in their respective States² and in accordance with existing policies, regulations, and procedures of this Department, the functions of the Director, Bureau of Land Management, listed in Part I of this order, including all types of actions in the matters listed, unless specifically limited.

(b) *Limitations.* In addition to limitations on authority in specified matters, the authority delegated to the State Director shall not include:

(1) The issuance of documents which are amendments of or additions to the Code of Federal Regulations.

(2) The exercise of the supervisory powers of the Secretary, whether by way of appeal to the Secretary or otherwise.

(3) The issuance of certain types of patents or conveyances which require the approval or signature of the President of the United States.

(4) Approval of appraisal reports in exchanges of land if the selected lands exceed \$250,000 in value unless prior clearance is obtained from the Director's Office.

Sec. 1.1 Authority to redelegate. (a) Each State Director may redelegate or authorize the redelegation of any authority vested in him by this order to

¹ Authority source—Departmental Manual Part 235 (28 F.R. 2535).

² The State Director for Montana shall also have jurisdiction in the States of North and South Dakota. The State Director for Wyoming shall also have jurisdiction in the States of Nebraska and Kansas. The State Director for New Mexico shall also have jurisdiction in the States of Oklahoma and Texas. The State Director for Oregon shall also have jurisdiction in the State of Washington.

any qualified employee under his jurisdiction. Any order of redelegation of authority pursuant to this section must be approved by the Director, Bureau of Land Management, and published in the FEDERAL REGISTER, except that:

(1) The State Director may without such approval redelegate to any qualified employee on his immediate staff authority to take actions on behalf of the State Director in matters listed in sections 1.2 through 1.9 of Part I (according to the staff member's functional responsibilities).

(b) Any authority redelegated by the State Director may, in his discretion, be exercised personally by him notwithstanding the redelegation of authority.

AUTHORITY IN SPECIFIED MATTERS

SEC. 1.2 General and miscellaneous matters. The State Director may take the following actions, where he has authority in matters listed under other sections of this order:

(a) *Oaths.* Authorize any employee designated to make investigations of matters under the jurisdiction of the Bureau to administer any oath, affirmation, affidavit or deposition provided under the act of October 14, 1940 (5 U.S.C. 498), whenever necessary in the performance of such employee's official duties.

(b) *Cancellations or surrenders of contracts, leases, and permits.* Make partial or complete cancellations or accept surrenders of contracts, leases, and permits.

(c) *Copies of records.* Furnish copies and exemplifications of patents, plats, and other records.

(d) *Gifts.* Accept on behalf of the United States any lands within or without a grazing district as a gift, where such action will promote the purposes of the district or facilitate the administration of the public lands, pursuant to section 8a of the Taylor Grazing Act, as amended (43 U.S.C. section 315g).

(e) *Government contests.* Initiate Government contests against claims asserted to public lands, and take all necessary actions involving the prosecution of such contests except the presentation of the Government's case at the hearing.

(f) *Reports and certifications in connection with Federal land highway projects.* Make reports and certifications as to public lands, in connection with Federal land highway projects, required by (23 U.S.C. 202c).

(g) *Prorata road use and maintenance deposits.* Require a user or users of roads or trails to maintain such roads or trails on a prorata basis or to accept deposits to provide for such maintenance and to expend such deposited funds for the

maintenance of any road or trail under the jurisdiction of the Bureau (43 U.S.C. 1382).

(h) *Cooperative agreements.* (1) May enter into cooperative agreements involving the improvement, management, use and protection of the public lands and their resources under his jurisdiction as provided in the Public Land Administration Act (43 U.S.C. 1363). May enter into Cooperative Agreements under sections 2, 9, and 12 of the June 28, 1934 act (43 U.S.C. 315 et seq.) and under the Act of March 29, 1928 (45 Stat. 380).

(2) Cooperative agreements not clearly within the scope of existing Bureau policies and procedures shall have advance clearance of the Director's office.

(i) *Studies.* May conduct cooperative or inhouse research projects, experiments, studies, or investigations; as provided in the Public Land Administration Act (43 U.S.C. 1362); after project work plans and budgets have been approved by the Director's office in each case.

(j) *Fire protection.* Make contracts and cooperative agreements with Federal, State, County, Municipal and private fire-control organizations for the protection from fire (prevention, pre-suppression, and suppression) of the public lands under the jurisdiction of the Bureau of Land Management.

(k) *Patents.* Issue patents and amendments of patents or their equivalent for grants of land under the authority of the government in the name of the United States other than conveyances which require the approval or signature of the President of the United States.

(1) *Acquisition of Easements and Rights-of-Way.* Act on matters involving the acquisition of easements and rights-of-way and roads under the Federal-Aid Highway Act of 1962 (76 Stat. 1145) and the Act of July 26, 1955 (69 Stat. 374), including purchases, after clearance with the Department of Justice, but not including recommendations to the Attorney General for condemnation proceedings; also the approval of projects for the construction of roads to provide access to the public lands subject to the above acts.

Sec. 1.3 *Fiscal affairs.* The State Director may take the following actions:

(a) *Bonds and forfeitures.* (1) Take all actions on bonds required in connection with matters pertaining to the lands or the resources thereof under his jurisdiction.

(2) Expend funds made available as a result of the forfeiture of a bond or deposit by a timber purchaser or permittee or of a compromise under the Public Land Administration Act (43 U.S.C. 1381).

(b) *Contributions, donations, and refunds.* (1) Accept contributions or donations of money, services, and property for the improvement, management, use, and protection of the public lands and their resources under his jurisdiction. Also accept contributions for cadastral surveying performed on federally controlled or intermingled lands under the Public Land Administration Act (43 U.S.C. 1364).

(2) Accept contributions toward the administration, protection, and improvements of lands within or without grazing districts and remit or refund any unappropriated balances of such contributions pursuant to section 9 of the Taylor Grazing Act (43 U.S.C. section 315h).

(c) *Repayment.* Make repayment or refund from applicable funds in any case where payment has been made that is not required or is in excess of the amount required under the Public Land Administration Act (43 U.S.C. 1374); and repayments under 43 CFR Subpart 1822.

(d) *Trespass.* Determine liability and accept damages for trespass on the public lands, and dispose of resources recovered in trespass cases for not less than the appraised value thereof; recommend to the United States Attorney:

(1) Institution of suits arising out of trespass where the money judgment sought is not in excess of \$1,000, and

(2) compromise of such suits where the amount is not in excess of \$500.

Sec. 1.4 *Cadastral engineering.* The State Director may take the following actions:

(a) *Survey.* (1) Perform all functions pertaining to the survey and resurvey of the public lands under his jurisdiction pursuant to section 453 of the Revised Statutes (43 U.S.C. section 2) except the acceptance of plats of survey, resurvey and the approval of protracted survey diagrams.

(2) Recommend to the Director for appointment mineral surveyors found to be competent pursuant to section 2334 of the Revised Statutes (30 U.S.C. section 39).

(3) Approve plats and field notes of mineral surveys and certification as to expenditures pursuant to 43 CFR 3441.3.

(4) Prepare and publish in the FEDERAL REGISTER notices of the official filing of accepted plats of survey, resurvey, and approved protracted survey diagrams.

Sec. 1.5 *Classifications and withdrawals.* The State Director may take the following actions:

(a) *Classification of lands.* Classify public lands under section 7 of the Taylor Grazing Act of June 28, 1934, as amended (43 U.S.C. 315f), or pursuant to other laws.

(b) *Withdrawals and reservations.* (1) Act on matters pertaining to the withdrawals or reservation of Federal lands and the elimination of such lands from withdrawal or reservation pursuant to 43 CFR Group 2300, including determinations pursuant to section 3(d) of the Federal Property and Administrative Services Act of 1949 as amended (40 U.S.C. 472d) except the authority to issue orders of withdrawal or reservation and orders eliminating lands from withdrawal or reservation.

(2) Determine pursuant to 43 CFR Group 2300 with the concurrences of the Administrator of General Services or his delegate when required that specific lands withdrawn or reserved from the public domain and subsequently declared excess to the needs of the agency for which withdrawn or reserved are suitable or not suitable for return to the public domain for disposition under the general public land laws.

(3) Determine that minerals in lands or portions of lands withdrawn or reserved from the public domain and subsequently declared excess to the needs of the agency for which withdrawn or reserved are suitable or not suitable for disposition under the public land mining and mineral leasing laws.

(c) *Restoration Orders.* Issue orders of restoration where revocation or modification of a withdrawal or reservation is not involved. All such orders shall be published in the *FEDERAL REGISTER*.

SEC. 1.6 *Minerals.* The State Director may take the following actions:

(a) *Oil and gas leases.* Act on oil and gas leases pursuant to the Act of February 25, 1920 (30 U.S.C. section 221 et seq.), as amended and supplemented, the Act of August 7, 1947 (30 U.S.C. sections 351-359), and the Act of May 21, 1930 (30 U.S.C. sections 301-305), and oil and gas leases issued pursuant to the Act of August 21, 1916 (39 Stat. 519), embracing lands restored to the public domain pursuant to the provisions of the Act of August 15, 1953 (67 Stat. 592). Also leases of oil and gas deposits transferred to this Department for measures to protect the deposits from drainage. This authority does not include any function pertaining to oil and gas deposits that involve approval or execution of unit or cooperative agreements, communization agreements, operating, drilling or development contracts without regard to acreage limitation or the sale of royalty oil taken in account of production.

(b) *Coal permits, leases, and licenses, asphalt leases.* (1) Act on all matters involving coal permits, leases, and licenses under sections 2 to 8 inclusive, of the Act of February 25, 1920, as amended and supplemented (30 U.S.C. sections 201-208), including coal permits and leases under the Act of August 7, 1947 (30 U.S.C. section 351-359), and coal permits and leases and asphalt leases under the Acts of June 26, 1944 (58 Stat. 483-485), June 24, 1948 (62 Stat. 596), and May 24, 1949 (63 Stat. 75).

(2) The authority delegated by this section shall not include any function relating to the grant, approval or termination of the waiver, suspension, or reduction of rental or minimum royalty, the reduction of royalty, or this suspension of operations and production under a lease.

(c) *Oil shale leases.* Take all actions on oil shale leases under section 21 of the Act of February 25, 1920 (30 U.S.C. section 241), and under the Act of August 7, 1947 (30 U.S.C. sections 351-359). The authority delegated by this section shall not include any function relating to the grant, approval or termination of the waiver, suspension or reduction of rental or minimum royalty, the reduction of royalty, or the suspension of operations and production under a lease.

(d) *Phosphate permit and leases.* Take all actions on matters related to phosphate permits and leases under sections 9 to 12 inclusive, of the Act of February 25, 1920 (30 U.S.C. 211-214), as amended, and phosphate permits and leases under the Act of August 7, 1947 (30 U.S.C. 351-359).

(e) *Potassium permits and leases.* Take all actions on matters related to potassium permits and leases under the Act of February 7, 1927 (30 U.S.C. sections 281-285), as amended and potassium permits and leases under the Act of August 7, 1947 (30 U.S.C. 351-359).

(f) *Sodium permits and leases.* Take all actions on sodium permits, leases and use permits under sections 23 to 25 inclusive, of the Act of February 25, 1920, as amended (30 U.S.C. sections 261-263), and under the Act of August 7, 1947 (30 U.S.C. sections 351-359).

(g) *Sulphur permits and leases.* Take all actions on sulphur permits and leases under the Act of April 17, 1926, as amended (30 U.S.C. section 271), and under the Act of August 7, 1947 (30 U.S.C. sections 351-359).

(h) *Agreements to compensate for drainage of oil or gas.* Execute agreements for payment of compensatory royalties because of drainage of oil or gas.

(i) *Gold, silver, and quicksilver leases.* Take all actions on leases of gold, silver, and quicksilver to the owners of confirmed private land claims, pursuant to 43 CFR Subpart 3321.

(j) *Minerals subject to lease under special laws.* Take all actions on permits and leases for sand, gravel, and other minerals under special laws, pursuant to 43 CFR Part 3320; also permits and leases for certain mineral deposits in acquired lands, pursuant to 43 CFR Part 3220.

(k) *Mining claims.* Take all actions on claims pursuant to the general mining laws and laws supplemental thereto and 43 CFR Groups 3400, 3500, and 3600.

(l) *Native asphalt, solid and semisolid bitumen and bituminous rock leases.* Take all action on matters related to the leasing of native asphalt, solid and semisolid bitumen and bituminous rock, including oil impregnated rock or sands from which oil is recoverable only by special treatment after the deposit is mined or quarried, pursuant to the Mineral Leasing Act of February 25, 1920, as amended (30 U.S.C. sections 181-263).

(m) *Oil and gas exploration operations.* All actions on oil and gas exploration matters pursuant to 43 CFR Part 3107.

SEC. 1.7 *Range management.* The State Director may exercise the following authority:

(a) *Grazing district administration.* Act on matters pertaining to the administration of grazing districts pursuant to the Act of June 28, 1934, as amended and supplemented (43 U.S.C. section 315 et seq., 16 U.S.C. section 715i), and 43 CFR Parts 2120, 4110, and 4250 as follows:

(1) Licenses or permits to graze or trail livestock.

(2) Permits or cooperative agreements to construct and maintain range improvements and determine the value of such improvements.

(3) The expenditure of funds appropriated by the Congress, or contributed by individuals, associations, advisory boards, or others, for the construction, purchase or maintenance of range improvements.

(4) Leases under the Pierce Act (43 U.S.C. sections 315m-1 to 315m-4 inclusive).

(5) Requirements of field employees to furnish horses and miscellaneous equipment necessary for the performance of their official duties pursuant to the Act of December 10, 1942 (43 U.S.C. section 315o-2), and make payments in connection therewith as authorized by the act.

(6) Hold hearings when necessary in connection with the modification of grazing district boundaries.

(7) Approve articles of incorporation, constitutions, and bylaws for local associations of stockmen pursuant to 43 CFR Part 4110.

(b) *Grazing leases.* (1) Grazing leases of public lands, under section 15 of the Act of June 28, 1934, as amended (43 U.S.C. section 315m), and the permits or cooperative agreements to construct and maintain improvements on lands so leased, and to determine the value of such improvements.

(2) Grazing leases of the revested Oregon and California Railroad and the reconveyed Coos Bay Wagon Road grant lands in Oregon, and crossing permits for such lands, in accordance with 43 CFR Part 4120.

(3) Grazing leases of public lands in Alaska, under the Act of March 4, 1927 (43 U.S.C. sections 471, 471a-471c); leases and permits for grazing of reindeer pursuant to section 14 of the Act of September 1, 1937 (50 Stat. 902; 48 U.S.C. 250m).

(c) *Appropriation of water.* Applications under State laws to appropriate water on lands under the administration of the Bureau of Land Management where required in connection with projects for the development, control or utilization of water; and procurement of easements or rights-of-way upon or over private lands, and also upon or over federally owned lands not under the administration of the Bureau and upon or over State, county, and municipally owned lands where improvements are installed.

(d) *Soil and moisture conservation; control of Halogeton glomeratus.* (1) Soil and moisture conservation on the public lands, pursuant to the National Soil Conservation Act of April 27, 1935 (16 U.S.C. section 590a, et seq.).

(2) Surveys and other operations and the expenditure of appropriated funds and contributions, under the Halogeton Glomeratus Control Act of July 14, 1952 (66 Stat. 597), and Departmental Order No. 2835 of October 2, 1958.

(3) The authority granted by paragraphs (1) and (2) shall include authority to enter into cooperative agreements in the matters listed and shall be subject to the coordination and general supervision of the Office of the Secretary.

(e) *Controlled brush burning.* Issue permits for the controlled burning of brush, as a means of improving the range by the replacement of the brush with grass and other desirable species.

SEC. 1.8 Forest management. The State Director may take the following actions:

(a) *Disposition of forest products.*

(1) Dispose of or permit the free use of forest products when authorized by law on lands under the jurisdiction of the Bureau of Land Management. This authority shall not include the approval of any sale of timber in excess of 25,000,000 feet, board measure.

(2) Sell timber on lands under the jurisdiction of the Bureau of Reclamation, in accordance with Departmental Manual 586.1.3C and 586.1.3F.

(b) *Hearings in connection with sustained-yield forest units.* Schedule and hold public hearings on master forest units and their appurtenant marketing areas, and on sustained-yield forest units, comprising revested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in Oregon, and lands in private ownership or controlled by other public agencies, under authority of the Act of August 28, 1937 (50 Stat. 874), and (16 U.S.C. sections 383a-388i). The notice of hearing may designate any qualified employee in the area to holding the hearing. This shall not include the approval of sustained-yield timber units.

(c) *Cutting of timber on certain mining claims in Oregon.* Approve applications from owners of mining claims located since August 28, 1937, on revested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in Oregon, to cut and use so much of the timber on the mining claims as is necessary in the development and operation of the mines until such time as the timber is otherwise disposed of by the United States pursuant to the Act of April 8, 1948 (62 Stat. 162).

SEC. 1.9 / Land use. The State Director may take the following actions:

(a) *Airports and air navigation facilities.* (1) Issue leases of public lands for public airports and permits for air navigation facilities under the Act of May 24, 1928 (49 U.S.C. section 211-214).

(2) Take all actions under the Federal Airport Act (49 U.S.C. section 1101).

(b) *Cemetery sites.* Take all actions relating to cemetery sites pursuant to 43 CFR Subpart 2231.

(c) *Color-of-title and riparian claims.* Take all actions relating to color-of-title and riparian claims under 43 CFR Subpart 2214.

(d) *Exchanges.* Take actions subject to the title opinion of the field solicitor, in all matters relating to exchanges of lands and of timber for lands, except as limited by Part 1.0(b) (4) and issue quitclaim deeds authorized by section 6 of the Act of April 28, 1930 (46 Stat. 257).

(e) *Homesteads.* Take all actions on homesteads pursuant to 43 CFR Subpart 2211.

(f) *Indian allotments.* Take all actions relating to Indian allotments with the concurrence of the Commissioner of Indian Affairs, pursuant to 43 CFR Subpart 2212.

(g) *Material other than forest products.* Take all actions relating to any sale or contract for the sale of material other than forest products, or the free use of materials other than forest products, under 43 CFR Part 3610.

(h) *Mineral or medicinal springs.* Take all actions relating to leases of lands adjacent to mineral or medicinal springs, under the Act of March 3, 1925 (43 U.S.C. section 971).

(i) *Sites for recreational or any public purpose.* Take all actions with respect to conveyances and leases to Federal, State and local government units and to non-profit associations and corporations pursuant to 43 CFR Subpart 2232, and to other applicable regulations.

(j) *Public sales.* (1) Take all actions on public sales pursuant to 43 CFR Subpart 2243, and other sales of land by competitive bidding when authorized by law.

(2) Applications by and sales to aliens, associations having an appreciable number of alien members, and corporations whose stock to an appreciable extent is held by aliens, are subject to approval by the Secretary of the Interior.

(k) *Railroad grants.* Adjust railroad grants and claims within such grants, pursuant to 43 CFR Subpart 2224, subject to approval of the validity of the grant rights.

(l) *Reclamation and irrigation.* Take all actions on reclamation and desert-land entries, State irrigation districts, and Nevada underground water permits

and entries, pursuant to 43 CFR Group 2200; also entries, sales, and exchanges of lands in reclamation projects, pursuant to 43 CFR Chapter I, Bureau of Reclamation, or special instructions of the Secretary of the Interior, to the extent that action by the Bureau of Land Management is required.

(m) *Rights-of-way.* (1) Grant right-of-way permits and easements over public and acquired lands, including revested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in Oregon and over reservations other than Indian reservations, when authorized by law, and rights-of-way over the Outer Continental Shelf pursuant to 43 CFR section 2234.5-3. However, only the Secretary of the Interior may issue an order, pursuant to 43 CFR 2234.1-3 (c), requiring the discontinuance, without liability or expense to the United States, of the use of a right-of-way for the purpose granted.

(2) Consent to the appropriation of Federal agencies under the principles of the instructions of January 13, 1916 (44 LD 513) of rights-of-way over unreserved or withdrawn lands. (See 43 CFR 2234.1-1(a) (2).)

(n) *Small tracts.* Take all actions with respect to small tracts, under the Act of June 1, 1938 (43 U.S.C. section 682e), as amended.

(o) *Special land-use permits.* Take all actions in issuing:

(1) Special land-use permits for public lands, pursuant to 43 CFR Subpart 2235.

(2) Special land-use permits for revested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in Oregon pursuant to 43 CFR Subpart 2236.

(3) Special land-use permits for acquired lands under the administration of the Bureau of Land Management, under the principles embodied in 43 CFR Subpart 2236.

(4) Permits to use areas below the high-water mark of navigable waters in Alaska for occupancy purposes under the principles embodied in 43 CFR Subpart 2236, subject to rules, regulations, and requirements of the Department of the Army respecting the navigation of such streams.

(5) Every such permit issued to a Federal agency or to a State agency or political subdivision shall be restricted to the smallest area needed for the proposed use. Not more than 50,000 acres may be included in any such permit, except that in Alaska permits may be issued to the Department of Defense for maneuver purposes for such acreages in excess of 50,000 acres and for such periods as may be deemed warranted in the circumstances. No permit may be issued under this authority where a withdrawal

or a class which the Director is not authorized to make is requested.

(p) *State grants.* Take all actions on State grants and selections when authorized by law.

(q) *Surface rights.* Take all actions on nonmineral applications for lands embraced in mineral permits or leases, or in applications for such permits or leases, or classified, withdrawn, or reported as valuable for any leasable mineral or lying within the geologic structure of a field, in accordance with 43 CFR Subpart 2023.

(r) *Townsites.* Take all actions on all townsite matters except withdrawals, including the designation of townsite trustees as provided in 43 CFR 2242.9-1(b) under authority of section 11 of the Act of March 3, 1891 (26 Stat. 1099, 48 U.S.C. 355) and as provided in 43 CFR 2242.9-3(b) under authority of the Act of May 25, 1926 (44 Stat. 629, 48 U.S.C. 355a-355d). Provided, that reclamation townsite matters shall be handled jointly with the Commissioner of Reclamation pursuant to 43 CFR 2242.4-1 to 2242.4-4.

(s) *Water wells.* Take all actions on water-well leases, pursuant to section 40 of the Mineral Leasing Act (30 U.S.C. section 229a) and 30 CFR 241.6.

(t) *Matters pertaining to Alaska only.*

(1) *Alaska—fur farms.* Take all actions on leases of public lands in Alaska for fur farms, under the Act of July 3, 1926 (48 U.S.C. section 360, 361).

(2) *Alaska, homesites or headquarters.* Take all actions on homesites or headquarters in Alaska, pursuant to 43 CFR 2233.9.

(3) *Alaska Housing Authority.* Transfer to the Alaska Housing Authority lands above-high-water mark and under the jurisdiction of the Department of the Interior pursuant to section 6 of the Alaska Housing Act of April 23, 1949 (48 U.S.C. section 484c).

(4) *Alaska, trade and manufacturing sites.* Take all actions on trade and manufacturing sites in Alaska, pursuant to 43 CFR Subpart 2213.

(5) *Alaska missions claims.* Take all actions pursuant to section 27 of the Act of June 6, 1900 (31 Stat. 330) and 50 L.D. 55.

(6) *Shore space restrictions.* Take all actions in connection with the waiver, pursuant to the Act of June 5, 1920, as amended (48 U.S.C. 372), and 43 CFR Subpart 2024, of the 160 rod restriction as to the length of claims along the shores of navigable waters in Alaska.

(u) *Certificates, scrip and lieu selections.* Take all actions in connection with certificates and scrip under 43 CFR

Subpart 2221 and also forest lieu selections, in accordance with 43 CFR 2221.8, subject to approval of the validity of the scrip or other rights.

(v) *Choctaw-Chickasaw lands.* Take all actions on matters pertaining to the management and disposition of the Choctaw-Chickasaw lands pursuant to 43 CFR Subpart 2251.

(w) *Small holding claims.* Take all actions on claims under the act of March 3, 1891 (26 Stat. 854), as amended by the act of February 21, 1893 (27 Stat. 470); and the act of June 15, 1922 (42 Stat. 650).

(x) *Mining claim occupancy.* Take all actions on claims under the act of October 23, 1962 (76 Stat. 1127) and 43 CFR Subpart 2215.

(y) *Disposal of specified tracts.* Take all actions in regard to the disposal of specified tracts of public lands when authorized by law.

SEC. 1.10 *Designation of Action Officials.* The State Director may designate:

(a) *Acting State Director:* By written order, any qualified employee in his State to perform the functions of the State Director in his absence.

(b) *Acting Division Chief:* By written order, any qualified employee of the various staff offices to perform the functions of the Chief of a Division in case of the absence of the Division Chief.

(c) Each employee who serves in such capacity in (a) or (b) above shall prepare a memorandum to be kept in the State Office showing the date and hour of the commencement and termination of each period of his service in that capacity.

PART II—REDELEGATION TO LAND OFFICE MANAGERS³

AUTHORITY IN GENERAL

SEC. 2.0 *Functions of Land Office Manager.* (a) The land office managers are authorized to perform in their respective areas of responsibility⁴ and in accordance with the existing policies, regulations and procedures of this Department and under the direct supervision of the State Director, the functions of the Director, Bureau of Land Management, as listed below, subject to the limitations listed in Part I together with any limitations specified below.

³ As used in Part II, the title "land office manager" also refers to the managers of merged district and land offices.

⁴ The land office manager at Billings shall also have jurisdiction in North and South Dakota. The land office manager at Cheyenne shall also have jurisdiction in Nebraska and Kansas. The land office manager at Santa Fe shall also have jurisdiction in Oklahoma and Texas.

Sec. 2.1 Authority to redelegate. The land office manager may redelegate to assistant managers or section chiefs authority to exercise that authority vested in him by this Part. Any order of re-delegation must specify the extent of, and limitations on the grant of authority, be approved by the State Director, and published in the FEDERAL REGISTER.

AUTHORITY IN SPECIFIED MATTERS

Sec. 2.2 General and miscellaneous matters. The land office manager may take all actions on:

- (b) Cancellations or surrenders of contracts and leases.
- (c) Copies of records.
- (d) Government contests.
- (k) *Patents.* Bureau Order No. 690 as amended is revoked.

Sec. 2.3 Fiscal affairs. The land office manager may take all actions on:

- (a) *Bonds.* Authority limited to section 1.3(a)(1) of Part I of this order.

(c) *Repayments.*

Sec. 2.4 Cadastral engineering. The land office manager may take the following action:

- (a) (4) Preparation and publication in the FEDERAL REGISTER of notices of the official filing of accepted plats of survey, resurvey and approved protracted survey diagrams.

Sec. 2.5 Classifications and withdrawals. Subject to receipt of a report from the State Director, the land office manager may take all the listed actions on:

- (b) Withdrawals and reservations.
- (c) Restoration orders.

Sec. 2.6 Minerals. The land office manager may take all the listed actions on:

- (a) Oil and gas leases.
- (b) Coal permits, leases, and licenses; asphalt leases.
- (c) Oil shale leases.
- (d) Phosphate leases.
- (e) Potassium permits and leases.
- (f) Sodium permits and leases.
- (g) Sulphur permits and leases.
- (h) Agreements to compensate for drainage of oil and gas.
- (i) Gold, silver, and quicksilver leases.
- (j) Minerals subject to lease under special laws.
- (k) Mining claims.
- (l) Native asphalt, solid and semisolid bitumen and bituminous rock leases.

Sec. 2.9 Land use. Subject to classification action by the State Director where necessary, the land office manager may take all actions on:

- (a) Airports and air navigation facilities.
 - (b) Cemetery sites.
 - (c) Color-of-title and riparian claims.
- Subject to approval of color-of-title or claim of right by the Field Solicitor.

(d) Exchanges.

(1) Authority subject to title approval of offered lands by the Field Solicitor and subject to Part 1.0(b)(4) where the selected lands appraisal value exceeds \$250,000.

(e) Homesteads.

(f) Indian allotments.

(g) Material other than forest products.

(h) Mineral or medicinal springs.

(i) Sites for recreational or any public purposes.

(j) Public sales.

(k) Railroad grants.

(l) Reclamation and irrigation.

(m) Rights-of-way. Authority does not include logging road rights-of-way on public lands west of Range 8 East, Willamette Meridian, Oregon.

(n) Small tracts.

(o) Special land-use permits, except:

(1) Special land-use permits within grazing or forest districts.

(2) Special land-use permits for re-vested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in Oregon.

(p) State grants.

(q) Surface rights.

(r) Townsites. Except designation of townsite trustees.

(s) Water wells.

(t) Matters pertaining to Alaska only. The land office manager may take all the listed actions on:

- (1) Alaska, fur farms.
- (2) Alaska, homesites or headquarters.
- (3) Alaska, housing authority.
- (4) Alaska, trade and manufacturing sites.
- (5) Alaska mission claims.
- (6) Shore space restrictions.
- (u) Certificates, scrip and lieu selections.
- (v) Choctaw-Chickasaw lands.
- (w) Small holding claims.
- (x) Mining claim occupancy.
- (y) Disposal of specified tracts.

Sec. 2.10 Designation of Acting Officials. (a) Land office managers may, by written order, designate any qualified employee of the land office to perform the functions of the land office manager in his absence.

(b) Each employee who serves in such capacity in (a) above, shall prepare a memorandum to be kept in the land office showing the date and hour of the commencement and termination of each period of his service in that capacity.

PART III—REDELEGATION TO DISTRICT MANAGERS^a

AUTHORITY IN GENERAL

SEC. 3.0 Functions of District Manager. (a) The district managers are authorized to perform in their respective areas of responsibility and in accordance with the existing policies, regulations and procedures of this Department, and under the direct supervision of the State Director, the functions of the Director, Bureau of Land Management, as listed below, subject to the limitations listed in Part I together with any limitations specified below.

SEC. 3.1 Authority to redelegate. The District Manager may redelegate to Area Managers or Chief, Division of Administration, authority vested in him by this part. Any order of delegation must specify the extent of and limitations on the grant of authority, be approved by the State Director and published in the **FEDERAL REGISTER**.

AUTHORITY IN SPECIFIED MATTERS

SEC. 3.2 General and miscellaneous matters. On matters in which he is authorized to act, the district manager may take all actions on:

(b) Cancellations or surrenders of contracts.

(c) Copies of records.

(1) **Acquisition of easements and rights-of-way.**

SEC. 3.3 Fiscal affairs. On matters in which he is authorized to act, the district manager may take all actions on:

(a) Bonds and forfeitures.

(b) Contributions, donations and refunds.

(c) Repayments.

(d) **Trespass:** Determine liability and accept damages for trespass on the public lands and dispose of resources recovered in trespass cases for not less than the appraised value thereof when the amount involved does not exceed \$2,000.

SEC. 3.6 Minerals. The District Manager may take all actions on:

(m) **Oil and gas exploration operations.**

SEC. 3.7 Range management. The district manager may take all the listed actions on:

(a) Licenses and permits to graze of trail livestock.

(3) Permits or cooperative agreements to construct and maintain range improvements and determine the value of such improvements.

(4) The expenditure of funds appropriated by Congress, or contributed by individuals, associations, advisory boards, or others for the construction, purchase or maintenance of range improvements.

(b) Grazing leases.

(c) Appropriation of water.

(d) Soil and moisture conservation; control of halogeton glomeratus.

(e) Controlled brush burning. In accordance with plans and specifications approved by the State Director.

SEC. 3.8 Forest management. The district manager may take all the actions on:

(a) Disposition of forest products except sales of timber in excess of 10,000,000 feet board measure must be approved by State Directors or their delegates prior to advertisement.

(c) In Oregon, cutting of timber on certain mining claims.

SEC. 3.9 Land use. The district manager may take all the listed action on:

(g) Material other than forest products not exceeding \$2,000 unless authority to make sales in greater amounts is delegated by the State Director.

(m) Rights-of-way. Grant logging road rights-of-way over public land west of Range 8 East, Willamette Meridian, Oregon, and rights-of-way over public and acquired land pursuant to 43 CFR 2234.2-3(a)(2).

(o) Special land-use permits.

(1) Issue special land-use permits for public lands within the grazing and forest districts.

(2) Special land-use permits for re-vested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in Oregon.

(3) Special land-use permits for lands outside established grazing and forest districts when specifically authorized by the State Director.

SEC. 3.10 Designation of Acting Officials. (a) District managers may, by written order, designate any qualified employee of the district office to perform the functions of the district manager in his absence.

(b) Each employee who serves in such capacity in (a) above, shall prepare a memorandum to be kept in the district office showing the date and hour of the commencement and termination of each period of his service in that capacity.

Part IV—Redelegation of Specific Authority to Manager, Eastern States Land Office, and Manager, New Orleans Office.

SEC. 4.0 In addition to the redelegations in Part II of this order, the Manager, Eastern States Land Office may take all actions on the following matters.

(a) **Drainage entries.** Take all actions on Arkansas drainage entries, in accordance with 43 CFR Subpart 2254.

(d) **Cash and credit system.** Take all actions on cash and credit system and preemption entries when full payment has been made.

(e) **Private land claims.** Take all actions on:

(1) Confirmed private land claims.

(f) **Railroad grants.** Approve the validity of the grant rights in regard to railroad grants and claims within such grants pursuant to 43 CFR Subpart 2224.

(g) **Certificates, scrip, and lieu selections.** Approve the validity of scrip or other rights pursuant to 43 CFR Subpart 2221.

(m) **Oil and gas exploration matters.** Take all actions on oil and gas exploration matters pursuant to 43 CFR 3107.

^a As used in Part 3, title "district manager" also refers to the managers of merged district and land offices.

SEC. 4.5 The Manager of the New Orleans Office at New Orleans, La., is authorized to take all actions on the following matters, as listed in Part I of this order.

SEC. 1.2 *General and miscellaneous matters.*

- (a) Oaths.
- (b) Cancellations or surrenders of contracts, leases, and permits.
- (c) Copies of records.
- (e) Government contests.

SEC. 1.3 *Fiscal affairs.*

- (a) (1) Bonds and forfeitures.
- (c) Repayment.
- (d) Trespass.

SEC. 1.5 *Classifications and withdrawals*

- (a) Classification of lands.
- (b) Withdrawals and reservations.

SEC. 1.8 *Forest management.*

- (a) (1) Disposition of forest products.

SEC. 1.9 *Land Use.*

- (c) Color-of-title and riparian claims.
- (d) Exchanges.
- (e) Homesteads.
- (f) Indian allotments.
- (g) Material other than forest products.
- (i) Sites for recreational or any public purpose.
- (j) Public sales.
- (n) Small tracts.
- (o) Special land-use permits.
- (r) Townsites.

SEC. 4.10 *Designation of Acting Officials.*

(a) The Manager, New Orleans Office, may by written order designate any qualified employee of the office to perform the functions of the Manager in his absence.

(b) Each employee who serves in such capacity shall prepare a memorandum to be kept in the office showing the date and hour of the commencement and termination of each period of his service in that capacity.

PART V—REDELEGATIONS OF AUTHORITY TO THE CHIEF, DIVISION OF ENGINEERING

AUTHORITY IN GENERAL

SEC. 5.0 *Functions of Chief, Division of Engineering.* (a) In accordance with existing policies, regulations and procedures of this Department, and under the direct supervision of the Assistant Director—Operating Services, the Chief, Division of Engineering of the Bureau of Land Management is authorized to perform all functions and sign for and on behalf of the Director all documents relating to (1) appointment of mineral surveyors, (2) acceptance of all types of surveys, and (3) approval of all types of protracted surveys.

PART VI—AUTHORITY OF HEARING EXAMINERS

AUTHORITY IN GENERAL

SEC. 6.0 *Functions of hearing examiners.* (a) Hearing examiners in cases before them for hearing and decision are authorized to exercise the powers and authority enumerated in 43 CFR 1850, or as specified in an order or decision of the Director or Secretary in any case.¹

AUTHORITY IN SPECIFIED MATTERS

SEC. 6.1 *Reporter's fees.* Hearing examiners in accordance with 43 CFR 1851.6 and 1852.3-7, are authorized to take all actions on payments for reporter's fees required of parties to hearings, including action upon requests of parties to be relieved of such payments.

SEC. 6.2 *Copies of records.* Hearing examiners, in accordance with existing policies, regulations and procedures of this Department, are authorized to furnish copies and exemplifications of records, including their decisions and orders.

SEC. 6.3 *Bonds.* Hearing examiners are authorized to determine the amount of any bond required pursuant to 43 CFR 3533.1.

PART VII—APPEALS

SEC. 7.1 *Right of Appeal.* Any person aggrieved by the action of a State Director, Director, Eastern States Office, hearing examiner, land office manager, district manager or their delegate may appeal to the Director, Bureau of Land Management, and from his decision to the Secretary of the Interior, pursuant to 43 CFR, Part 1840.

PART VIII—REVOCATION

Bureau of Land Management Order 684, as amended, is hereby revoked. Re-delegations of authority pursuant to Order No. 684, not inconsistent with the delegations herein made, shall continue in force until revoked or superseded.

¹ The powers enumerated in section 7(b) of the Administrative Procedure Act (5 U.S.C. 1001-1011) are by the terms thereof vested in the hearing examiner in any case in which the parties must be afforded opportunity for a hearing conforming with the Act.

Order No. 701 published in 29 F.R. 10526
Amendment 1 published in 29 F.R. 18393
Amendment 2 published in 31 F.R. 6594
Amendment 3 published in 32 F.R. 4176
Amendment 4 published in 32 F.R. 11386
Amendment 5 published in 33 F.R. 15078, 15484

Feb. 20, 1974.....:3195
Feb. 21, 1974.....:3227
Feb. 22, 1974.....:3262

[SEAL] R. N. MARRA,
Director,
Duty Assessment Division.

[FR Doc.74-5305 Filed 3-7-74;8:45 am]

CUT FLOWERS FROM COLOMBIA

Notice of Countervailing Duty Proceedings

Information has been received pursuant to the provisions of § 159.47(b) of the Customs Regulations (19 CFR 159.47(b)), which appears to indicate that certain payments, bestowals, rebates or refunds granted by the Government of Colombia upon the manufacture, production, or exportation of cut flowers constitute the payment or bestowal of a bounty or grant, directly or indirectly, within the meaning of section 303 of the Tariff Act of 1930 (19 U.S.C. 1303), upon the manufacture, production, or exportation of the merchandise to which the payments, bestowals, rebates or refunds apply.

The available information indicates that the approximate amount of the payments, bestowals, rebates or refunds is 13 percent of the value reflected on export documents.

After the expiration of the time limits set forth in this notice, a determination will be made whether a bounty or grant being paid or bestowed in connection with any such manufacture, production, or export. If it is determined that a bounty or grant is being paid or bestowed, an appropriate countervailing duty order will be issued and published in accordance with § 159.47 of the Customs Regulations (19 CFR 159.47).

Before a determination is made, consideration will be given to any relevant data, views, or arguments submitted in writing with respect to the existence or nonexistence, and the net amount of a bounty or grant. Submissions should be addressed to the Commissioner of Customs, 2100 K Street NW., Washington, D.C. 20229, in time to be received by his office on or before April 8, 1974.

This notice is published pursuant to § 159.47(c) of the Customs Regulations (19 CFR 159.47(c)).

[SEAL] VERNON D. ACREE,
Commissioner of Customs.

Approved: March 5, 1974.

JAMES B. CLAWSON,
Acting Assistant
Secretary of the Treasury.

[FR Doc.74-5562 Filed 3-7-74;9:03 am]

Customs Service

NON-RUBBER FOOTWEAR FROM BRAZIL

Notice of Countervailing Duty Proceedings

Information has been received pursuant to the provisions of § 159.47(b) of the Customs Regulations (19 CFR 159.47(b)), which appears to indicate that certain payments, bestowals, rebates, or refunds

granted by the Government of Brazil upon the manufacture, production, or exportation of non-rubber footwear constitute the payment or bestowal of a bounty or grant, directly or indirectly, within the meaning of section 303 of the Tariff Act of 1930 (19 U.S.C. 1303), upon which the manufacture, production, or exportation of the merchandise to which the payments, bestowals, rebates, or refunds apply.

The approximate amount of the payments, bestowals, rebates, or refunds applicable to non-rubber footwear from Brazil has not yet been ascertained.

After the expiration of the time limits set forth in this notice, a determination will be made whether a bounty or grant is being paid or bestowed in connection with any such manufacture, production, or export. If it is determined that a bounty or grant is being paid or bestowed, an appropriate countervailing duty order will be issued and published in accordance with § 159.47 of the Customs Regulations (19 CFR 159.47).

Before a determination is made, consideration will be given to any relevant data, views, or arguments submitted in writing with respect to the existence or nonexistence, and the net amount of a bounty or grant. Submissions should be addressed to the Commissioner of Customs, 2100 K Street NW., Washington, D.C. 20229, in time to be received by his office not later than April 8, 1974.

This notice is published pursuant to § 159.47(c) of the Customs Regulations (19 CFR 159.47(c)).

[SEAL] VERNON D. ACREE,
Commissioner of Customs.

Approved: March 5, 1974.

JAMES B. CLAWSON,
Acting Assistant
Secretary of the Treasury.

[FR Doc.74-5564 Filed 3-7-74;9:34 am]

DEPARTMENT OF DEFENSE

Office of the Secretary of Defense ADVISORY GROUP ON ELECTRON DEVICES

Notice of Meetings

The Department of Defense Advisory Group on Electron Devices and various working groups thereof, will meet in closed sessions as indicated below:

a. Working Group on Low Power Devices, 201 Varick Street, New York, New York 10014, 26 Mar 1974.

b. Working Group on Microwave Devices, 201 Varick Street, New York, New York 10014, 26 Mar 1974.

c. Working Group on Lasers, Air Force Academy, Boulder, Colorado 80502, 29 Mar 1974.

The purpose of the DoD Advisory Group on Electron Devices, and various working groups thereof, is to provide the Director of Defense Research and Engineering and the Military Departments with advice and recommendations on the conduct of economical and effective research and development programs in the field of electron devices.

e.g., lasers, radar tubes, transistors, infrared sensors, etc. The group is also the vehicle for interservice coordination of planned R&D efforts.

In accordance with Pub. L. 92-463, section 10, paragraph (d), it is hereby determined that the AGED meetings concern matters listed in section 552(b) of Title 5 of the United States Code, particularly subparagraph (1) thereof, and that the public interest requires such meetings to be closed insofar as the requirements of subsections (a)(1) and (a)(3) of section 10, Pub. L. 92-463 are concerned.

MAURICE W. ROCHE,
Director, Correspondence and
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MARCH 5, 1974.

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DEPARTMENT OF THE INTERIOR

Bureau of Land Management

[Bureau Order No. 701; Amdt. No. 17]

AUTHORITY DELEGATIONS

Miscellaneous Amendments

Bureau Order No. 701, dated July 23, 1964, is further amended as follows:

1. Subparagraph (4) of paragraph (b) of Section 1.0 is amended to read:

Sec. 1.0 Functions of the State Director.

(b) Limitations.

(4) Approval as basis for action on any proposed transaction, of appraisal reports on any realty valued in the report at \$250,000 or more unless prior approval is obtained from the Director's Office.

2. A new paragraph (n) is added to section 1.6 as follows:

Sec. 1.6 Minerals.

(n) Geothermal Resources Leases.

Take actions on matters involving geothermal resources leases pursuant to the Act of December 24, 1970, (84 Stat. 1566; 30 U.S.C. 1001-1025) and 43 CFR Part 3200. This authority does not include (1) functions pertaining to geothermal deposits that involve approval or execution of unit or cooperative agreements, communitization agreements, operating, drilling or development contracts and (2) functions relating to the grant, approval or termination of the waiver, suspension or reduction of rental or minimum royalty, the reduction of royalty, or the suspension of operations or production under a lease.

3. Paragraph (f) of section 1.7 is amended to read:

Sec. 1.7 Range Management.

(f) Protection of wild free-roaming horses and burros.

Take all actions under the Act of December 15, 1971, (65 Stat. 649; 16 U.S.C. 1331-1340) except (1) the designation and maintenance of specific ranges on public lands as provided in Section 3(a)

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